FEDERAL BUREAU OF INVESTIGATION
FOI/PA
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FOI/PA# 1346539-0

Total Deleted Page(s) = 69
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Page 67 ~ Referral/Direct;
Page 79 ~ b7E;
Page 80 ~ b7E;
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Page 90 ~ b7E;
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Page 177 ~ b6; b7C; b7E;
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Page 181 ~ b6; b7C; b7E;

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. A. H. BELMONT

DATE: October 27, 1955

FROM : R. R. ROACH

SUBJECT: WAR PLANS - RELOCATION TEST
NOVEMBER 15, 1955 - FEBRUARY 16, 1956

My memorandum 10/13/55 attached a Cabinet paper outlining the fall and winter, 1955, - 1956 relocation test. Office of Defense Mobilization (ODM) by memorandum 10/14/55 to heads of Executive departments and agencies submitted a set of instructions for this test exercise which is identical to the Cabinet paper with the exception of the fact that Annex 1, the assumptions in the ODM paper, is classified secret.

Annex 1, the assumptions, is designed by those agencies that plan to work problems during this test. ODM contemplates this fall-winter test will be primarily a test of communications operations and no problems are required.

On 10/26/55 ODM advised that [redacted] communications center will be operational during the fall-winter relocation test if they are given advance information that we plan to test our microwave installation. ODM advised that they will handle any messages which the Bureau desires to transmit through the communications center at [redacted] and that there is some possibility that the [redacted] communications center may on their own initiative dispatch messages to agencies taking part in the test. They have to date not formulated any plans along this line, however. On 10/25/55 Mr. John Airhart, Relocation Coordinator of the Department, advised that as a result of Assistant Attorney General Andretta's having raised the question of the illegality of using funds for the relocation activities, the Department-wide relocation test originally scheduled for November 15-December 1, 1955, has been postponed until such time as the Attorney General determines that there is no question about the legality of spending funds for relocation activities.

b7E

RECORDED-29 62-17581-1246

ACTION:

Liaison is preparing an outline of a communications test to be held in connection with the fall-winter relocation test.

INDEXED-29 10 NOV 8 1955

JEM:djeg (9)
1 - Mr. Boardman
1 - Mr. Nichols
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Parsons
1 - Mr. Mason
1 - Section tickler
1 - J. E. McArdle

59 NOV 21 1955

Mary Hairfield
Board room
11-15-55 JEM

VAN PELT - NYO

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 1, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - EMERGENCY RELOCATION OF THE ATTORNEY GENERAL

1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Mohr
1 - Section tickler
1 - Mr. McArdle

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Tamm
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Gandy

SYNOPSIS:

Referral/Consult

[redacted]

ODM on 10/3/55 advised they had no objection to Bureau making arrangements with Defense Department for [redacted] Liaison ascertained 10/28/55 that Assistant Secretary of Defense Carter Burgess is to be out of the United States until early November. John Fanning, Director, Office of Domestic Programs, Office of Secretary of Defense (OSD), has recently taken over duties which encompass the Bureau problem. Mr. Fanning requested time to study the problems and familiarize himself with his new section and on 10/25/55 Mr. Fanning advised he was unable to give a definite answer but would arrange a conference in the immediate future. He did state that from early observations he did not believe there was a sufficient number of [redacted] available to handle the key staff and that all available equipment has apparently been committed. This matter is being followed closely. b7E

Upon receipt of an alert during working hours a Bureau Supervisor will have a Bureau car available for Attorney General at basement entrance of his elevator. Two Supervisors, Administrative Division, have been given this assignment. These same Supervisors reside in vicinity of the Attorney General's home and if the alert is given during nonduty hours they will proceed in personal cars to Attorney General's residence and carry out his relocation. Arrangements have also been made with Washington Field Office (WFO) to have two Agents who live in vicinity of Attorney General's residence use their personal cars to carry out his relocation if that should become necessary. In addition there is an Agent manning a WFO "lookout" near the Attorney General's residence who could be called upon at any time between 8 a.m. and 12 midnight 7 days a week. It can be reasonably assumed that at least one of the four Agents mentioned above will always be available after midnight and therefore it would be unnecessary to have an extra Agent assigned to the "lookout" after midnight. If Attorney General uses [redacted]

Enclosure
JEM:lmm/djeat (7)

Sec. 19- FDPS Pg. 4 b7E

What is the lookout?

66-17371
NOT RECORDED
145 NOV 9 1955

59 NOV 18 1955

Memorandum Belmont to Boardman

RECOMMENDATIONS:

(1) Attached memorandum to SAC, Richmond, setting forth instructions for relocation of the Attorney General go forth.

DETAILS:

Referral/Consult

Referral/Consult

Memorandum Belmont to Boardman

Referral/Consult

[redacted]

The Director has previously approved of the following evacuation plan for the Attorney General:

Normal Working Hours:

If the relocation is ordered during normal working hours and the Attorney General is in Washington, SA Supervisor Charles Q. Smith, Administrative Division, with SA Supervisor Joseph I. Cavanaugh as his alternate will immediately secure a Bureau car from the basement of Justice Building and with it at the basement entrance to Attorney General's elevator stand ready to take Attorney General wherever he wants to go. If the Attorney General is out of the building either of these same Agents using a Bureau car will pick him up wherever he may be and deliver him to his desired destination. If the Attorney General desires to use [redacted] b7E plan, either of these Agents will accompany him [redacted] In any emergency evacuation the SAC at Richmond will dispatch the agent nearest [redacted] to meet the Attorney General and take him to his desired destination.

Nonduty Hours:

If an alert is received during other than normal working hours and the Attorney General is in Washington (Attorney General b6 b7C resides [redacted] SA Supervisor Charles Q. Smith who resides at [redacted] or SA Supervisor Joseph I. Cavanaugh who resides at [redacted], will be dispatched by Assistant Director Mohr in their personally owned cars to relocate the Attorney General to his desired destination.

If SA's Smith and Cavanaugh are not available, Assistant Director Mohr will instruct SAC Laughlin of Washington Field Office to dispatch one of the following Agents to carry out the evacuation of the Attorney General. Mr. Mohr may call either or both of these Agents direct. The Agents are Bernard E. Buscher, [redacted] or Donald T. Perrine, [redacted] In addition, SAC Laughlin could if necessary dispatch [redacted] to carry out the evacuation of the Attorney General. There is an Agent at this "lookout" between 8 a.m. and 12 midnight 7 days a week. It can be reasonably assumed that at least one of the four Agents mentioned above will always be available after midnight and therefore it would be unnecessary to have an extra Agent assigned to the "lookout" after midnight.

b6
b7C
b7E

If the Attorney General Is Not in Washington:

All field offices by no number SAC Letter 55-K (June 2, 1955) were advised that if the Attorney General or individual members of his family contact a Bureau office for assistance in a period of emergency they should be given all help and assistance possible under the circumstances.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-03-2012

2 - orig. & dupl.
1 - yellow
1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Mohr
1 - Section tickler
1 - Mr. McArdle

RECORDED-99

62-1217

SAC, Richmond

November 3, 1955

Director, FBI

PERSONAL AND CONFIDENTIAL

WAR PLANS - EMERGENCY RELOCATION
OF THE ATTORNEY GENERAL

The Attorney General has indicated that he may be desirous of availing himself of [redacted] Under this plan certain Government officials will in a period of emergency [redacted] in Washington, D. C., [redacted] b7E

The Attorney General has been advised that if he does avail himself of this transportation a Bureau Agent assigned or working in the general vicinity of [redacted] will meet him at [redacted] and thereafter take him to his desired destination. b7E

You should immediately amend your war plans to reflect that upon receipt of information indicating an evacuation of Washington, D. C., or the relocation of employees of the Executive Branch of the Government, you will immediately dispatch an Agent to [redacted] to meet the Attorney General at that point and thereafter take him to his desired destination. The Resident Agent at [redacted] and one other agent who regularly works in the area of [redacted] should be appropriately advised as to these instructions. b7E

All references to this evacuation plan and the possibility of the Attorney General availing himself of it are classified ~~"Top Secret."~~ Amendments to your war plans setting forth the foregoing information and the fact that the necessary Agents have been appropriately briefed should reach the Bureau not later than November 21, 1955.

RECEIVED REAR ROOM NOV 3 4 46 PM

JEM:lmm:mer
(9)

NOTE ON YELLOW: There is only one agent assigned to the Resident Agency at [redacted] in which area [redacted] is located. b7E

Cover memo Belmont to Boardman, same re, 11-1-55. JEM:lmm/dje

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Holloman
Gandy

SLOAN

NOV 15 1955

COMM — FBI
NOV 3 1955
MAILED 25

Department of Justice
Internal Security Division

CONTROL # _____

Addressee: _____

Identity of document: _____

Delivered by: _____

Received by: _____

Date: _____

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
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Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 10-7-55

FROM : W. G. EAMES

SUBJECT: OPERATION ALERT
JUNE 15, 16 & 17, 1955
Bureau War Plans Auxiliary space For S.O.G.

The Records Section has an accumulation of test messages in the form of incoming and outgoing teletypes resulting from Operation Alert during the evacuation, June 15 through 17, 1955. This material was retained following our war plans test and request is now being submitted that it be destroyed or referred to the War Plans Desk at the Bureau for their attention and any further study they see necessary.

RECOMMENDATION:

It is requested that the test material accumulated during the Operation Alert from June 15 through 17, 1955 be destroyed, or in the event the War Plans Desk would desire this material for further study it be referred to Liaison Section for their attention.

OGM:kb
(3)

OK. Send these records to War Plans Coordinator - Liaison Section Domestic Intelligence Div. 11/10/55 /jm

1 copy each pertinent memos and messages retained our WP desk. All extra copies destroyed /jm.

INDEXED - 84
RECORDED - 84

66-17381-

8 NOV 9 1955

59 NOV 15 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 5, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - EMERGENCY RELOCATION OF THE ATTORNEY GENERAL

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to my memorandum of November 1, 1955, captioned as above, wherein it was pointed out that there is an Agent manning a Washington Field Office "lookout" near the Attorney General's residence who could be called upon at any time between 8 a.m. and 12 midnight seven days a week. The Director noted "What is this 'lookout'? H."

The "lookout" in question is [redacted] b7E

It is believed that the Attorney General's residence could be reached from this point in approximately 10 minutes.

ACTION:

For information.

66-1738-1

JEM:saw:mm

1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. McArdle
1 - Section Tickler

RECEIVED - BOARDMAN

SLEGIAST - HIBBS

We must have a war plans drawer that runs in 10 min.!

NOV 8 1955

RECEIVED - BOARDMAN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. PARSONS

DATE: 11/4/55

FROM : C. F. DOWNING

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUREAU WAR PLANS — AUXILIARY SPACE FOR 506.
(COMMUNICATIONS)

Re my memorandum 10/25/55 concerning special cryptoequipment to be furnished [redacted] for use at the Bureau's emergency relocation site at Quantico.

Referral/Consult

[redacted]

The Cryptanalysis-Translation Section is presently running tests [redacted]

Referral/Consult

The Cryptanalysis-Translation Section will deliver all of the above noted cryptoequipment personally to [redacted] by November 10, 1955. The American Telephone and Telegraph Company (AT&T) is under contract to the Army Signal Corps to install the on-line equipment and furnish all teletype terminal equipment including tables.

b7E

66-17381-
NOT RECORDED
145 NOV 10 1955

INITIALS OF ORIGINATOR

10 NOV 8 1955

IWN:jcm
(8)

Sec. 9- FDPS Pg. 13

LIAISON

ORIGINAL COPY FILED IN

Memorandum to Mr. Parsons
11/4/55

RECOMMENDATION

The Liaison Section (Military Liaison Unit) arrange for prompt installation of lines and associated teletype equipment at [redacted] the necessary cryptoequipment being available at [redacted] by November 10, 1955. b7E

~~TOP SECRET~~

1 - orig. & dupl.
1 - yellow
1 - sect. tick.
1 - Mr. McArdle

November 7, 1955

SAC, New York

Director, FBI

Bureau WAR PLANS - HIGHLIGHTS OF STAT OF GOVERNMENT WAR PLANS FOR THE CHAIN OF COMMAND

PERSONAL ATTENTION

Auxiliary SPACE FOR S.O.C.

Enclosed is Insert #5 for Highlights of Seat of Government War Plans for the Chain of Command. It is the Bureau's desire after having inserted these pages in their appropriate places in captioned document that you advise the Bureau, attention: Liaison Section, by routing slip that this has been done.

Enclosure

1 - Chicago (with enclosure) PERSONAL ATTENTION

1 - Baltimore (with enclosure) PERSONAL ATTENTION

JFFEM:mlp
(7)

NOTE: Intra-Bureau communications are normally not classified; however, the highly confidential nature of the information contained in the attached documents makes it desirable to classify this communication.

66-17381-1221

RECORDED - 84 ~~66-17381~~

EX-125

16 NOV 8 1955

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Winterrowd
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Holloman
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9 NOV 15 1955

COMM-FBI
NOV 7 1955
MAILED 25

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 8-30-2010
UC/Baw 60324

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: November 7, 1955

FROM : R. R. ROACH

SUBJECT: WAR PLANS - EVACUATION

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

The question of auxiliary clothing, cosmetics, and sundry toiletries was discussed with SAC [redacted] on 11/7/55 [redacted] advised that arrangements could be made to have the facilities of the [redacted] available to all individuals who would be relocated in a period of emergency and that through the [redacted] necessary cosmetics, auxiliary clothing and sundry toiletries will be available. [redacted] further advised that he could arrange for one-day laundry service and assured that we can arrange with the [redacted] to carry any evacuees over the emergency period and, therefore, was of the opinion that it was unnecessary to stock any such items at the relocation site.

Space For S.A.G.

b7E

RECOMMENDATION:

For information.

JEM:hke
(4)

1-Mr. Belmont
1-Mr. McArdle
1-Section Tickler

RECORDED - 84 66-17381 - 1222

NOV 9 1955

LIAISON

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 4, 1955

FROM : MR. A. H. BELMONT

SUBJECT: WAR PLANS - EVACUATION

cc - Boardman
Belmont
Nichols
Parsons
Mohr
McArdle
Section Tickler

Tolson
Boardman
Nichols
Belmont
Harbo
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Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

This is another in the series of monthly memoranda setting forth the status of unfinished items being considered in connection with the Bureau evacuation plan.

(1) Communications

(a) Radio

b7E

The Laboratory Division is proceeding with the installation of radio equipment at [redacted] and [redacted] When completed, these radio installations will replace the present [redacted] setup. Laboratory is expediting these installations.

(b) Intercom System

Laboratory is gathering the necessary used dictograph units which will be rewired and installed at [redacted]

b7E

(c) Director's Telephone Equipment

The Central Mutual Telephone Company, [redacted] will install this equipment as soon as all parts for it have been received. This is being followed closely by the Records and Communications Division.

(d) Secure Communications System Between Bureau and Department Relocation Sites

As a result of a conference between Bureau and Departmental representatives, the Cryptographic Section of the Laboratory Division is preparing key lists for [redacted] coding equipment which will be used by the Bureau and the Department. These key lists will be used exclusively between the Bureau and Department relocation sites.

b7E

RECORDED-92 66-17381-1224

JEM:ejp:mer
(8)

16 NOV 15 1955

EX-101

5 NOV 18 1955

LIAISON

b7E

(2) Emergency Evacuation of Key Personnel

On November 2, 1955, John Fanning, Director Office of Domestic Programs, and Colonel Edward H. Lahti both of Defense Department advised that if they were requested by Office of Defense Mobilization to evacuate 50 key Bureau personnel they felt arrangements could be made to evacuate these employees [redacted] However, in view of similar requests from other agencies they felt that a determination as to priority should be made by ODM since Defense cannot handle all requests. Liaison following closely.

b7E

(3) Allocation of Space at [redacted]

Bids for the construction of partitions to be used in Classrooms 1 and 2 at [redacted] were opened November 2, 1955. Administrative Division following.

(4) Security Index to Resident Agencies

Subversive Control Section has advised that an additional copy of Security Index cards for each field office has been sent to each office. Administrative Division expediting preparation of fireproof file cabinets for distribution to those offices needing such equipment for secure storage of the set of Security Index cards.

(5) Gas Masks

A memorandum recommending the purchase of 289 additional gas masks, as soon as funds are available, was submitted October 31, 1955. If purchased seventy-five of these gas masks are to be allocated to the relocation site, the balance are to be distributed among the [redacted] Field Offices in accordance with their needs.

b7E

ACTION:

1. The Laboratory Division is continuing to expedite the installation of the CW (code) radio equipment at [redacted] and [redacted] and is closely following the installation of the intercom system at the relocation site. The Cryptographic Section, Laboratory Division, will at an early date complete the preparation of [redacted] for the encoding and decoding of messages between the Bureau and Department relocation sites.

b7E

Sec. 9- FDPS Pg. 39

Memorandum for Mr. Boardman

2. The Records and Communications Division is making every effort to expedite the installation of the Director's telephone system at the relocation site. This installation is to be handled by the Central Mutual Telephone Company of [redacted] b7E

3. The Administrative Division will insofar as possible expedite the obtaining of the temporary partitions for Classrooms 1 and 2 at [redacted] b7E *and will at the earliest possible date distribute the fireproof file cabinets to those offices needing this equipment for secure storage of the Security Index in a Resident Agency.*

4. The Liaison Section, Domestic Intelligence Division, will continue its efforts to [redacted] b7E *for the emergency evacuation of key personnel.*

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: Nov. 1, 1955

FROM : R. L. Millen

Tolson
Boardman
Nichols
Belmont
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Mohr
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Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUREAU WAR PLANS - AUXILIARY SPACE FOR S.O.G. Referral/Consult

(Bufile 66-17381) Referral/Consult

By memoranda 9-6-55 and 9-14-55 from L. E. Wherry, Jr., to Mr. Nichols, captioned as above, it was pointed out that

On October 27, 1955, SA C. K. Corbett of the Laboratory contacted

Referral/Consult

Referral/Consult

UNRECORDED COPY FILED IN 66-17385

1 - Mr. McArdle
1 - Liaison Section
1 - Mr. Wherry
1 - 66-17385 (Bureau War Plans, Communications)

RECORDED-99
INDEXED-99

Sec. 9- FDPS Pg. 41

66-17381-1225

CKC:KMB
(7)

NOV 18 1955

NOV 15 1955

Referral/Consult

Referral/Consult

RECOMMENDATION:

It is recommended that

Referral/Consult

Referral/Consult

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 10-14-55

FROM : B. E. Wherry, Jr.

SUBJECT: BUREAU WAR PLANS - AUXILIARY SPACE FOR S.O.G.

Tolson
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Winterrowd
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Gandy

Referral/Consult

By memoranda of September 6 and September 14, 1955, you were advised that

One situation which may exist in the event the Director desired to have such service made available in his office would be that over a period of time it may become a matter of practice for some officials at the other agencies to use this method of communication rather than the normal channels. It is thought that this could eventually become a nuisance and would offer very little in the way of value as far as top level matters are concerned. It is not possible for this conference type telephone instrument to be terminated on the Bureau's main switchboard nor in the Director's Telephone Room because of the low line level of volume that would result.

It was for this reason, that the present two tie lines used for alert warning signals are to be removed from the Switchboard and installed on two instruments in Mr. Belmont's Office. It is considered that rather than have an additional telephone instrument installed in the Director's Office to provide the conference service between government officials as outlined above, that we should advise the when this proposal becomes a reality that the Director does not care to be included in this conference system. Bureau presently has direct lines from the main Bureau switchboard to Security board (not main board

RECOMMENDATION: (see next page)

b7E

RECORDED-99 INDEXED-99 66-1738-1226

cc - Mr. McGuire
Mr. Boardman
Mr. Belmont

cc - Mr. McArdle
Liaison Section

ACF:dps
(8)

16 NOV 15 1955

memo Parsons to Miller 11-1-55 CKC:lmk

NOV 21 1955

UNRECORDED COPY FILED IN

Sec. 19- FDPS Pg. 43

Memorandum to Mr. Nichols October 14, 1955

RECOMMENDATION:

It is recommended that at such time as an official request as to the Director's desires for being included in this conference system is made that the Bureau advise that Mr. Hoover does not at this time care to be included.

OK.

ADDENDUM: LEW:dps 10-25-55. Colonel Tormoen advised today that a line was available to connect the Director's Office to the Command Post Switchboard conference facility. I advised the Colonel that the Director did not desire to be included on the above-mentioned conference facility of the Command Post switchboard.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: October 13, 1955

FROM : R. R. ROACH

SUBJECT: WAR PLANS - RELOCATION TEST
NOVEMBER 15, 1955 - FEBRUARY 15, 1956

Tolson
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SYNOPSIS: Bureau War Plans - Auxiliary space for S.O.G

On 10-12-55 John Airhart, Department Relocation Coordinator, advised SA McArdle, Liaison Section, that the Attorney General had approved the Departmental and FBI relocation sites at [redacted] and [redacted] respectively. b7E There is attached a cabinet paper made available by Airhart. This paper is the basis for Office of Defense Mobilization (ODM) instruction for the forthcoming relocation test. Airhart stated the Attorney General had approved a Department-wide relocation test to be held sometime between 11-15 and 12-1-55. The test is to be called during a workday. Communications facilities are to be tested and the time to activate the relocation site is to be recorded. Airhart advised that the Bureau will be consulted as to the exact date which has not yet been set and 4 hours advance notice will be given. He contemplates it will be necessary to remain at the relocation site overnight. There will be an ODM Inspector as there was in Operation Alert 1955.

On 6-30-55 General Willard Paul, Assistant Director, ODM, advised he felt it would not be necessary for FBI to participate in this Fall-Winter test because of our May and June tests. Subsequent interviews with General Paul, however, indicate participation by all agencies who took part in Operation Alert 1955 is desired. Airhart advised Attorney General making formal request for Bureau participation in this test and that he contemplates no problems as such but that communications, personnel and equipment are to be fully tested. It is believed that the Bureau must take part in at least a thorough communications test involving the activation of the direct lines from [redacted] to [redacted] and [redacted] and that we handle Depart- b7E mental communications requests, if any, to U. S. Attorneys and U. S. Marshals, test our microwave installation between [redacted] and [redacted] as well as contact the [redacted] offices by telephone; [redacted] through the [redacted] direct line.) These are large nearby offices handling a volume of security work. That we contact 2 nearby offices by teletype, [redacted] a distant office having a volume of security work. Further that we make a radio contact with all offices at 12:45 p.m. EST as all offices monitor their radio receivers at this time each day. It is believed that the above outlined test can be handled by 30 to 40 people most of whom are from communications.

Enclosure

JEM:mnm:mer (9)

1 - Mr. Boardman
1 - Mr. Nichols
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Parsons
1 - Mr. Mason
1 - Section tickler
1 - Mr. McArdle

RECORDED-29 66-17381-1227

INDEXED-29 NOV 10 1955

68 NOV 23

Memorandum to Mr. Belmont

RECOMMENDATION:

(1) That the Bureau comply with the forthcoming Attorney General's request for Bureau participation in the Fall-Winter relocation test to be held between November 15 and December 1, 1955, as outlined above.

Yes, OK.

(2) If you approve we will work out the details in accordance with the forthcoming requests from the Attorney General and the ODM outline when it is received; at which time appropriate instructions will be issued to the field.

OK

Yes. See that we [illegible] carefully.

DETAILS:

On 10-12-55 Mr. John Airhart, Relocation Coordinator of the Department, advised SA McArdle, Liaison Section, that the present Bureau and Departmental relocation sites had been approved by the Attorney General and that the Attorney General had approved a Department-wide relocation test to be held sometime between November 15, and December 1, 1955. This test, according to Airhart, will be called during a workday, the exact date has not yet been determined. Airhart indicated the Director would be consulted as to a desirable date. We will get approximately 4 hours advance notice and be expected to remain at the relocation site a minimum of 8 hours in accordance with prior ODM instructions, according to Airhart.

Mr. Airhart made available a Photostat of a cabinet paper upon which ODM instructions will be based relative to this test. This paper discloses that all departments and agencies who participated in Operation Alert 1955 will conduct additional relocation tests between November 15, 1955, and February 15, 1956, without prior announcement to their personnel as to the time or date of the test. The paper discloses that generally speaking the test will disclose the stage of mobilization readiness, whether or not agencies have corrected difficulties that they encountered in Operation Alert 1955 and will include field installations where applicable. Communications facilities are to be fully tested. The date

and the hour of the test are to be at the discretion of the head of the agency, a minimum of 8 hours actual operation at the relocation site is being recommended. Airhart advised that the Department is now contemplating remaining at the relocation site overnight.

The cabinet paper indicates that the scope of this test does not bar the consideration of substantive problems but that it is directed primarily to the activation and operational readiness of the emergency relocation sites. Airhart does not contemplate substantive problems at this time. This test is to be a surprise, is designed to test alert procedures, evacuation of headquarters area, speed with which the relocation site can be activated, and the communications system. The paper points out that if the agency desires to maintain absolute security of its relocation site in the absence of other security means, communications can be relayed through the agency's regular headquarters. Also included in the test should be the adequacy of arrangements for the maintenance of executive direction and command in the event key individuals are not available at the relocation site or field offices at the time of the test.

The attached paper provides that the head of each agency shall arrange for an inspection and evaluation of his agency's test exercies, that one inspector from another agency will be designated by ODM to work with the inspection team of the agency conducting the test, and following the test the head of each agency is to report to the Director of ODM within two weeks. This report is to include a brief evaluation of the Bureau's readiness as revealed by the exercise and indicate progress which has been made since Operation Alert 1955. Mr. Airhart has indicated that the Department will endeavor to obtain Mr. Willian Boleyn, Bureau of the Budget, to act as the inspector for the FBI while participating in this test. Boleyn was present in Operation Alert 1955.

On 6-30-55 General Willard Paul, Assistant Director, ODM, advised he felt that it would not be necessary for the FBI to participate in this Fall-Winter test because of the manner in which the Bureau had participated in the May and June relocation tests. However, subsequent interviews with General Paul have indicated that participation by all agencies who took part in Operation Alert 1955 is desired. Inasmuch as the Attorney General is contemplating making a formal request for Bureau participation in this test, it is believed that the Bureau must participate in at least a thorough communications test. Such a test would include the activation of the stand-by direct lines between [redacted] and [redacted] and [redacted] and [redacted] We will, of course, handle all communications between the Department's and the Bureau's relocation sites and based on an

b7E

earlier commitment to the Attorney General we will relay through our field offices any messages which the Department desires sent to U. S. Attorneys or U. S. Marshals. We will test our microwave installation both as to telephone and teletype transmission between [redacted] and [redacted] b7E It is suggested that we contact the [redacted] and [redacted] offices by telephone; [redacted] through the [redacted] direct line,) and that we contact [redacted] by teletype. The [redacted] offices have a large volume of security work, [redacted] are nearby. These offices have been selected with the thought in mind of keeping expenses as low as possible. The [redacted] (code) radio station should be used to contact [redacted] and relay messages to the [redacted] offices and, further, that we make an all office contact at 12:45 p.m. Eastern Standard Time. All field offices monitor the Bureau control station at this time each day.

Notification procedures used in previous tests will be used in alerting Bureau personnel and transportation to the relocation site will be in accordance with existing Bureau plans. It is believed that the procedures outlined above can be handled by 30 to 40 individuals at the relocation site, the majority of which will be communications personnel.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: November 15, 1955

FROM : R. R. ROACH

SUBJECT: BUREAU WAR PLANS - ESSENTIAL RECORDS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Attached is a copy of the minutes of the Interdepartmental Intelligence Conference meeting held on November 9, 1955, for storage with the IIC minutes which have been previously forwarded to [redacted]

ACTION:

The attached minutes should be forwarded to [redacted] for storage.

b7E

Enclosure

GAD:hke
(6)

1-Mr. Belmont
1-[redacted]
1-Mr. Day
1-Mr. McArdle
1-Section Tickler

Handled at [redacted]
11-16-55 -

RECORDED - 72 66-17381-1231

NOV 21 1955

November 9, 1955

Central Mutual Telephone Company, Inc.
328 West Center Street
[redacted]

b6
b7C
b7E

Attention: [redacted]

Gentlemen:

Please regard this letter as authority to connect to your switchboard in the basement of the [redacted] the three trunk lines from the FBI's microwave station on the [redacted]

This request is made with the understanding that nonrecurring installation and monthly charges for each of these connections will be $4 and $2.38 respectively.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 5
NOV 10 1955
COMM-FBI

66-17381

NOT RECORDED
145 NOV 18 1955

cc - Mr. LaGuire
Mr. Lenardio
Mr. Wilson
Mr. Olson

Tolson
Boardman
Nichols
Belmont
Clark
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

See memo Nichols to Belmont dated 11-9-55
LBT:ccb (7) Re: Bureau Wants Line to Your Church.

2 NOV 17 1955

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. Nichols

DATE: 11/1/55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM: L. E. Wherry, Jr.

SUBJECT: COMMUNICATIONS SECTION ROUTING SLIP
FOR USE AT [redacted]

[redacted] 11-4-55 b7E

We need a routing slip suitable for use at [redacted] because we would be doing a lot of routing of messages, file copies et cetera. in event the Bureau was relocated to [redacted] The routing slip used throughout the Communications Section now is not suitable for use at [redacted] and no other routing slip that we have encountered would be suitable.

It is suggested that the enclosed routing slip be approved, printed and furnished to the Communications Section for use during the next alert test. A requisition is attached.

RECOMMENDATION:

That the enclosed routing slip be approved, and that 500 copies be printed and furnished to the Communications Section for use during the next alert test.

Enclosures
LEW:dps
(2)

66-17351
NOT RECORDED
145 NOV 25 1955

66-34852
NOV 29 1955

59 DEC 1

ORIGINAL COPY FILED IN 66-34852

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 15, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - RELOCATION TEST
NOVEMBER 15, 1955 - FEBRUARY 16, 1956

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Attached is Program Memorandum X-4 dated October 14, 1955, from the Office of Defense Mobilization (ODM) to the heads of Executive departments and agencies relative to the individual agency test to be held during the Fall and Winter, 1955-1956. There is also attached the assumptions to be used in this Fall-Winter test as drawn up by ODM.

These documents were referred to in memorandum from Mr. Roach to Mr. Belmont dated October 27, 1955, captioned as above. The contents of the documents are identical with the contents of the Cabinet Paper submitted with memorandum from Mr. Roach to Mr. Belmont dated October 13, 1955.

The contents of these attached documents are being taken into consideration in the preparation of Bureau plans for the forthcoming Fall-Winter relocation test.

RECOMMENDATION:

For information.

2 ENCL

DJEM:djem
(9)

1 - Mr. Boardman
1 - Mr. Nichols
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Parsons
1 - Mr. Mason
1 - Section tickler
1 - J. E. McArdle

RECORDED - 72 66-17381-1232

INDEXED - 72

16 NOV 18 1955

59 NOV 21 1955

Enclosures (2)

Bureau War Plans - Auxiliary Space For S.E.C.

py/bjb

TO: Mr. A. H. Belmont DATE: November 15, 1955

FROM: Mr. R. R. Roach

SUBJECT: BUREAU WAR PLANS -

On November 10,,1955, Mr. Bartlett, Liaison Section, advised Major Peters, White House Detail of the Army Signal Corps, that as of that date the FBI had their emergency communications equipment at the Bureau's relocation site and that we were ready to have it connected.

On November 15, 1955, Mr. Bartlett received a telephone call from Captain Stievers, White House Detail, Army Signal Corps, who advised that the [redacted] teletype equipment would be connected on or before December 15, 1955, and that the remaining equipment would be connected later. b7D

ACTION:

For your information.

OHB:jlf
(5)
1 - Mr. Belmont
1 - Mr. McArdle
1 - Liaison Section
1 - Mr. Bartlett

NOT I...
117 NOV 21 1955

13
NOV

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. PARSONS

DATE: Nov. 18, 1955

FROM : I. W. Conrad

SUBJECT: WAR PLANS - OPERATIONS TEST FALL-WINTER, 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

b7E

PERSONNEL:

In connection with the above-entitled matter, it is suggested that the following personnel go to [redacted] for purposes of the test. It is not contemplated that there will be rotation of this personnel during the test.

Name	Duties
Assistant Director D. J. Parsons	Will supervise over-all operations of Laboratory personnel and problems. He will also be responsible for coordination of Laboratory matters with problems involving other divisions. He will take with him paper work for attention when not engaged on war plans problems.
R. L. Millen	Primarily responsible for maintenance and continuing readiness of Bureau communications facilities and related problems. Will take with him certain radio development and maintenance problems for attention when not engaged on war plans problems.
R. L. Davy	Primarily responsible for maintenance and continuing readiness of radio facilities. Will take with him radio maintenance problems for attention when not engaged in war plans problems.
C. F. Downing	Primarily responsible for maintenance and readiness of cryptographic equipment and related problems. He will take sufficient cryptographic work for attention when not actively engaged on war plans problems.

66-17581-1233

RECORDED-35
INDEXED-35

16 NOV 25 1955

59 DEC 1 1955

Memo to Mr. Parsons 11/18/55
Re: War Plans - Operations Test
Fall-Winter, 1955

Name	Duties
J. M. Matter	Primarily responsible for maintenance and readiness of telephone communications equipment and related problems. Will take with him maintenance work on sound equipment for attention when not engaged on war plans problems
M. E. Keough	Primarily responsible for stenographic and clerical duties involved in handling of Laboratory problems. She will take sufficient typing and clerical work for attention when not engaged on war plans matters.

PROBLEMS:

Problem 1 - A radioactivity detection meter will be set up on the [redacted] premises and a periodic reading of radioactivity will be logged in order to provide warning of possible simulated radioactive hazards due to atomic bombing of adjacent areas and resulting "fall out" of radioactive matter. Agent Matter will be responsible for the supervision and carrying out of this problem.

Problem 2 - [redacted] will be requested by teletype to set up a radioactivity detection meter and report the reading by teletype to [redacted] to simulate keeping the Bureau headquarters aware of such conditions in the field. Agent Matter will be responsible for supervising and carrying out this problem.

b7E

Problem 3 - [redacted] will be requested by teletype to operate its radio station on emergency power for a period of 30 minutes and to report completion of such test by radio while using emergency power. Mr. Millen will be responsible for the supervision and carrying out of this problem.

Problem 4 - Place in readiness the auxiliary radio station currently contained [redacted] in order that such station may be available to supplement existing communications facilities at [redacted] if needed. Messrs. Millen and Davy will be responsible for the supervision and carrying out of this problem.

Memo to Mr. Parsons 11/18/55
Re: War Plans - Operations Test
Fall-Winter, 1955

Problem 5 - Supervise and insure proper operation of Bureau radio communications facilities. Mr. Millen will be responsible for this over-all problem.

Problem 6 - Supervise and insure proper operation of Bureau cryptographic facilities. Mr. Downing will handle.

Problem 7 - Supervise and insure proper operation of Bureau wire communications. Messrs. Matter and Davy will handle.

ACTION:

This memorandum should be referred to Domestic Intelligence Division for coordination and incorporation in over-all Bureau plan.

IWC/mek
(7)

1- Mr. McArdle
Mr. Downing
Mr. Millen

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-03-2012

~~CONFIDENTIAL~~

1 - orig.
1 - yellow
1 - Section tickler
1 - Mr. McArdle

RECORDED-35

1234

November 17, 1955

BY COURIER SERVICE

Dr. Arthur S. Flemming
Director
Office of Defense Mobilization
Executive Office Building
Washington 25, D. C.

Dear Dr. Flemming:

The question of providing for an emergency relocation of approximately 40 to 50 key personnel of the FBI has been discussed with representatives of the Office of Defense Mobilization (ODM) and the Department of Defense.

[redacted]

BY COURIER
95 NOV 18
COMM-FBI

Any assistance which you can render in connection with our present problem will be appreciated.

Sincerely yours,
J. Edgar Hoover

JEM:dje:mer (4)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

NOTE: John Fanning, Director, Office of Domestic Programs, Dept. of Defense, advised that ODM should advise the Dept. of Defense if special transportation was to be made available by Defense for key employees of FBI.

[redacted]

Sec. 19- FDPS Pg. 72

Referral/Consult

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-03-2012

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: November 3, 1955

FROM : Mr. R. R. Roach

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Referral/Consult
Sizoo
Winterrowd
Tele. Room

SUBJECT: WAR PLANS - EMERGENCY RELOCATION
(Auxiliary space for S.O.G.

Memoranda dated 9-22-55, 10-4 and 13-55, advised of negotiations with

[redacted]

[redacted]

Referral/Consult

[redacted]

RECORDED-35

66-17381-1234

EX.-12

ACTION:

Liaison will again take this matter up with ODM in order to have ODM request Defense to make facilities available for the evacuation of key Bureau personnel.

19 NOV 23 1955

DJS:jlf
(6)

1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. McArdle
1 - Liaison Section
1 - Mr. Sullivan

Sec. 19- FDPS Pg. 73

2 - Orig. & dupl.
1 - Yellow
1 -sect. tick.
1 - Mr. McArdle

SAC, Washington Field Office November 18, 1955

Director, FBI

CIVILIAN WAR PLANS - PERSONAL ATTENTION
FALL - WINTER RELOCATION TEST

Auxiliary Space For S.O.G

The Attorney General has indicated that he will call a surprise Department-wide Fall-Winter relocation test sometime during the week of 12/5/55. Inasmuch as this test is to be a surprise, the Bureau has not been informed of the exact time on which it is to take place. However, your office will be notified of this test at the same time that Bureau personnel are given notification thereof.

Upon receipt of notification of the test, you will designate the necessary employees to represent your office at your relocation site. The Bureau plans to test the direct line from [redacted] to [redacted] b7E and is desirous of your testing the teletype installation maintained at [redacted] Therefore, the personnel selected should be proficient in the operation of the teletype and be able to carry out Bureau instructions as they are received by teletype or telephone.

Messages to and from your relocation site will not be coded; therefore, there is no need for you to take cryptographic materials to your site during this test. The test will consist of a minimum of hours of activity at the relocation site and may extend over a two-day period. On the day of the test the personnel at your relocation site should contact the Bureau relocation site as soon as your site is operational. The Bureau site should also be advised when you terminate activity at your site.

Appropriate plans should be made at an early date to fulfill your obligation in connection with this relocation test.

66-11381-
NOT RECORDED
176 NOV 25 1955

COMM - FBI
NOV 21 1955
MAILED 30

XXX

JJEM:mlp
(6)

Nelson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Trotter
Tele. Room
Holloman
Gandy

FBI - JUSTICE
RECORDS SECTION

ORIGINAL FILED IN 66-17380-53

STANDARD FORM NO. 64

T. BELMONT
KELLER

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: 11/13/55

FROM : J. E. KELLER, SA

SUBJECT: G2, COMMUNICATIONS CALL

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

12:09 AM, 11/13/55, Colonel J. S. OWENS called. He advised the call was merely a communications call.

RECORDED - 8

66-17381-1235

EX-126

27 NOV 1955

23

JEK

62 NOV 30 1955

November 14, 1955

MEMORANDUM FOR MR. TOLSON
MR. BOARDMAN
MR. BELMONT
MR. NICHOLS

On November 9, 1955, at 11:30 A.M., I attended a conference in the Attorney General's office at which were present the Attorney General, Deputy Attorney General Rogers, Assistant Attorney General Tompkins, Mr. Yeagley, of Mr. Tompkins' Division, and myself.

I am attaching hereto a copy of a memorandum addressed by Mr. Yeagley to the Attorney General dated November 7, 1955, which Mr. Yeagley handed to me just before I went into this conference with the Attorney General.

The Attorney General was advised that the memorandum referred to above had been sent to him from Mr. Tompkins' Division and I also advised the Attorney General that a memorandum had been sent to him from the Bureau dealing with some of the questions which he had raised to be discussed at this particular meeting. The Attorney General indicated that he had not yet had an opportunity to read either of the two memorandums and for that reason felt that he would have to familiarize himself with them and would call a meeting on November 21, to discuss in detail some of these problems. b7E

The Attorney General then stated that as regards the forthcoming tests for relocation headquarters, it was his plan to hold this test on December 8, and that it was proposed that the test be on December and that the personnel going to the relocation headquarters would remain over that night and into December 9. [redacted] as it was on the last test and the FBI will be relocated at [redacted] as it was on the last test.

The Attorney General stressed the fact that this was to be a surprise test and that the date of it should be known only to the limited number of persons necessary to direct the operation of the same.

Tolson

Messrs. Tolson, Boardman, Belmont, Nichols
November 14, 1955

The Attorney General indicated that at [redacted] it was his intention to brief all key personnel of the Department as to the contents of the Portfolio. I advised the Attorney General that as regards the FBI's operations at [redacted] we had a number of problems already worked out and our program was pretty well certain as to the tests we would make. b7E

The Attorney General inquired of me as to the desirability of having some ranking official of the Bureau at [redacted] on this next test in view of the discussion to be held concerning the Portfolio. b7E I told the Attorney General I thought it would be desirable to have someone able to speak for the Bureau upon this matter, as the Liaison Agent would not be so qualified. I desire that Mr. Belmont arrange to be at [redacted] during the relocation test on December 8, to represent the Bureau in all matters that may be necessary for discussion with Departmental representatives at that time. Mr. Belmont will arrange to have someone designated to take his place at [redacted] so that our operations there will move smoothly and without any difficulty.

There was some general discussion about the [redacted] b7E [redacted] case and I outlined briefly for the Attorney General's information exactly what had taken place chronologically in those cases.

There was then a discussion as to the standards of [redacted]

[redacted] b7D b7E

There was then a discussion on the matter of examination of diplomatic baggage and I pointed out to the Attorney General the status

of this study insofar as the FBI was concerned and the difficulties which we experienced technically at the ports of entry in that even though the devices indicate radioactive materials, there is no basis for examination of such baggage in view of the diplomatic immunity prevailing.

I also brought up the matter of the employment in our embassies abroad of nationals of those countries in which the embassies are located and cited to the Attorney General the table of comparison between the number of nationals and aliens employed by the United States in its missions abroad and the number employed by the embassies of foreign governments here.

I also called attention to the matter of examination of property occupied by the United States abroad which almost universally prevails in the Soviet bloc countries because of our inability to buy property there and the necessity for us to lease it, either from the Soviet bloc government or private individuals. I pointed out to the Attorney General that these problems, however, were all matters involving high policy within the State Department and that he might wish to take up such matters with the Secretary of State.

Very truly yours,

John Edgar Hoover
Director

Attachment (with original)

JEH:dc (7)

November 10, 1955

RECORDED - 8

INDEXED - 8

66-17381-1236

EX-126

[redacted]
Records Reserve Corporation
103 East Main Street
Rochester 4, New York

b6
b7C

Dear [redacted]:

Reference is made to your letter of November 4, 1955, directed to Mr. John P. Mohr, Assistant Director, of the Administrative Division of this Bureau, wherein you advise of the possibility of your Corporation constructing a Records Security plant in the Washington area.

With reference to your inquiry as to whether this Bureau would be interested in an underground installation of this type, you are advised that the Federal Bureau of Investigation has no funds provided in its appropriation to defray an expenditure of this nature.

I appreciate your interest in advising this Bureau of the procedures instituted by the Records Reserve Corporation in preserving vital records in the event of a disaster. Should we desire further information at a later date, I shall communicate with you.

Sincerely yours,

John Edgar Hoover
Director

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

NPC:gt

MAILED 8
NOV 10 1955
COMM-FBI

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 10-26-55

FROM L. E. Wherry, Jr.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: ~~X~~ RELOCATION MESSAGE FORM

Bureau War Plans Auxiliary spot Fac. S.O.G.

During Operation Alert 1955 the Bureau's message form 0-9 was used to type up the original draft of outgoing teletype and radio messages. The 0-9 form is satisfactory for intra-Bureau use; however, it is not adequate or satisfactory for inter-Bureau use at [redacted] because it does not set out certain elements which are necessary or are selective components of emergency inter-agency communications such as: b7E

1. Time as well as date of origin
2. Security classification
3. Precedence

Attached is a rough draft of a suggested relocation message form which will allow all the required elements of FBI inter-agency or intra-agency messages to be filled in or checked. The form is suitable for messages to be sent via teletype, radio, telegram and as air-tels.

It is suggested that the form be printed in three parts, i.e. a green bond original, a yellow manifold file copy and a white manifold tickler copy in order that the file [redacted] and tickler copies will reflect all information contained on the original (green).

[redacted] is available to the Bureau for emergency inter-agency use. A sample is attached. The disadvantages of the [redacted] form are:

1. It is available only in white bond duplicate
2. It is cluttered up with spaces and blocks for elements not required in FBI messages.

Referral/Consult

RECOMMENDATIONS:

(1) That the attached relocation message form be approved for printing in three parts, i.e. original green bond, yellow manifold file copy and white manifold tickler copy.

66-17381-1237

RECORDED - 8

INDEXED - 8

10 NOV 22 1955

EX-126

Sec. 19- FDPS Pg. 95

(2) That ~~500~~ of each of the three parts of the form be printed and furnished to the Communications Section for use in the next relocation test on a trial basis before a regular supply is ordered for storage at [redacted] A requisition is attached. b7E

Enclosures

LEW:dps

Form number 4-583 assigned to above Dated 11/1/55

UNRECORDED COPY FILED IN 66-3482-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/23/55

FROM : E. D. Mason

SUBJECT: WAR PLANS Auxiliary Space For S.O.G.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

If you agree, I will plan to evacuate to [redacted] during any practice evacuation which might be scheduled for the FBI. b7E

cc - Mr. Belmont

EDM:raf
(3)

RECORDED - 84 66-17381-1238

EX-126

13 NOV 25 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11/22/55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: Bureau WAR PLANS - EVACUATION TEST
Auxiliary space For S.O.G.

1. In order to handle filing, messenger, and related duties at the evacuation point, it is planned to take the following listed Records Section employees:

O. George Medler - Agent in Charge
V. Fay Richardson - Point of Operations
Ralph Kelly - Messenger
Gerald Perry - Messenger

2. Courier Service, necessary for the transporting of material to and from the evacuation point, has been set up according to the following schedule. All trips will leave the Bureau, Room 1541.

	GUARD	LEAVE	RETURN
First Day	SA Healy, J. A.	1 hr. following alert	2 hrs. & 30 min. after alert
	SA Moore, Charles	(Tentative trip) 7:00 p.m.	8:30 p.m.
Second Day	SA Jennings, E. L.	8:00 a.m.	9:30 a.m.
	SA Hudson, F. L.	11:30 a.m.	1:00 p.m.
	SA Suttler, B. M.	2:30 p.m.	4:00 p.m.

b7E

3. Immediately upon arrival at the evacuation point the Records Section headquarters will be set up in [redacted] and regularly scheduled messenger runs manned by two male employees will go into operation. In view of the modified arrangements for this test, only three Records Section employees are being utilized in addition to the Agent in Charge.

4. In the event files are to be moved from the Bureau to the evacuation point for use by the Domestic Intelligence Division, they will, of course, be appropriately logged out of the Bureau and into the evacuation point. "Loose mail" traveling between the Bureau and the evacuation point will be transported in sealed envelopes and delivered directly to the interested official.

OGM:mfc
(11)

RECORDED - 84 66-17381-1239

EX-126

18 NOV 25 1955

CC: Miss Gandy
Mr. Holloman
Mr. McGuire
Mr. McArdle
Mr. Freund
Mr. Wherry
Mr. Linton
SAC [redacted]

NOV 30 1955

All copies sent direct

Returned 11/23/55

(Cont'd on Page 2)

MEMO: Eames to Nichols 11/22/55
RE: War Plans - Evacuation Test

5. All employees listed as evacuees have been briefed regarding their activities on the day the alert will be sounded. As you know all evacuees or their alternates should report to the corridor outside Room 1541 where they will be checked and accounted for. Each employee involved has been advised that they must have the necessary toilet articles for the one-day stay at the evacuation point.

Mr. John C. Airhart
Relocation Coordinator
Department of Justice

November 10, 1955

Director, FBI

O Auxiliary Space F-in S.C.G
BUREAU WAR PLANS - COMMUNICATIONS

This will confirm the oral agreement previously arrived at between Immigration and Naturalization Service Chief Radio Technician, Mr. Roy Wells, and our Chief of Communications, Mr. E. E. Merry, Jr., relative to radio communications between the relocation site of the Department of Justice and the relocation site of the FBI.

I have been advised that the tactical radio call signs will be FIC 1 and FIC 3 for the INS and FBI stations respectively; that the daytime frequency will be 4017.5 KCS with alternate frequency 5012 KCS, and the nighttime frequency will be 2822 KCS; that the code numbers of these frequencies will be the letters O, Q and L respectively; that standard radio Q-signals will be used in these radio contacts.

In addition, the headings of the radio messages will consist of a radio serial number, an origin indicator (HH for the FBI and QQ for the Department), a GMT date-time group and a message group count. For example -

HH 1 HH 141200 CH 51

would indicate message number one from the FBI to the Department, originated on the fourteenth day of the month at 1200 GMT (Greenwich Mean Time) and consisting of a text of fifty-one code groups.

All radio calls coming from the Department to the FBI during the forthcoming relocation test and in an actual emergency will be answered by the main radio receiving station of the FBI and messages relayed by this station by appropriate means to the FBI relocation site.

66-17581

NOT RECORDED
145 NOV 28 1955

19 NOV 23 1955

O - Mr. Roy Wells
Departmental Communications Coordinator
Immigration and Naturalization Service

cc - Mr. Parsons
Mr. Boardman

NOTE: The preceding technical call signs, radio frequencies and procedure have been orally agreed upon by Mr. Wells, Chief Technician, INS and Communications Officer, Mr. Merry, Jr. of the Bureau's Communications Division. There are facilities at [redacted] facilities at

b7E

59 DEC 1

MAILED 30

ORIGINAL COPY FILED IN 66-17581-

copy/bjb

TO: MR. R. R. ROACH

DATE: November 18, 1955

FROM: G. A. DAY

SUBJECT: LIAISON WITH NATIONAL SECURITY COUNCIL IN EVENT OF EMERGENCY

On November 18, 1955, I discussed with Ralph Stohl of Defense the necessity for my presence at [redacted] or [redacted] in the event a meeting of the National Security Council is called for that location during either a test relocation or an actual emergency. b7E

Stohl advised that he would inform Colonel Lahti, who is in charge of relocation arrangements at [redacted] that I was to be granted access to both sites in such an event.

ACTION: Bureau War Plans Auxiliary space For S.O.G.

This is for your information pursuant to out recent conversation.

GAD:hke
(4)

1-Mr. McArdle
1-Mr. Day
1-Section Tickler

166-17381-
NOT RECORDED
176 NOV 23 1955

CONFIDENTIAL

SIGAC ~~FOR OFFICIAL USE ONLY~~ September 1955

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-24-2012

MEMORANDUM

SUBJECT: ~~X~~ Communications Center Layout Plans

1. The purpose of this memorandum is to assist Governmental Agency Communications Officers and other personnel in establishing Communication Centers at their Relocation Sites. The information is only intended as a guide and is not mandatory. Local conditions such as space, mission, etc will dictate actual Agency layouts.

2. The efficiency of a Communications Center is not just dependent upon having the suffisient number of the proper type(s) of equipment. The layout or floor plan is equally important to the easy processing and flow of message traffic through the center. Communications Center layouts must be based on the following principles:

a. Uninterrupted traffic flow without needless handling of "logging" and other processing.

b. Economy of movement must be obtained. Eliminate all waste and unnecessary movement and travel.

c. Equipment should be so placed as to permit easy maintenance.

d. The Message Center Section, Cryptographic Center Section and Teletypewriter (means) Section must be near to each other and in a logical position to secure a good process and flow pattern.

e. Future expansion should be allowed for.

3. The floor plan on Attachment 1 provides for three rooms:

a. The Message Center. All traffic is registered "in and out" prepared for delivery, receipted for, filed, etc.

b. Teletype Operations. Here messages are received and transmitted.

c. The Crypto Center. Here encryption and decryption is accomplished.

4. The separation of the above "Centers" is not necessary but is essential to good operations for the following reasons:

a. Personnel are "insulated" against outside noise.

Bureau War Plans Auxiliary space For S.O.G.

66-17381-1240

INDEXED - 16 NOT RECORDED

221-13 16 NOV 25 1955

1 - cc Cart

2 ENCL.

57 DEC 8 1955

~~FOR OFFICIAL USE ONLY~~

Rec'd in Messenger Room 1007 AM - 9/6/55/Gen.

LIAISON

b. Better security control is provided.

c. Not all personnel other than cryptographers need have Top Secret or Secret clearances.

5. The crypto center security requirements, pages 2 and 3 are minimum. Full and complete information may be obtained by contacting the National Security Agency.

6. The pasting table shown in the crypto center layout, Attachment 1, is used by cypher clerks to paste gummed tape strips on message forms for easier transcribing. A slanting top at "stand up" height is recommended. A "drafting table" is an excellent substitute, if one is available. Attachment 2 gives recommended dimensions of a pasting table.

7. CRYPTOCENTER REQUIREMENTS:

A secure space must be provided in which to operate and store cryptographic material.

a. Construction

(1) The walls, floor and ceiling must be substantial.

(2) The door(s) must be of substantial material and:

a. With a secure lock.

b. Constructed so as to provide a means of identifying personnel seeking entry without opening or without completely unlocking the door. A "peep hole" or chain or both will satisfy this requirement.

c. A means of preventing forced entry must be provided.

d. The entrance must be so screened as to prevent viewing the inside, from the outside, with the door open.

e. A "sign in and out" register to be signed by all personnel.

f. All windows must be so screened as to prevent viewing of the interior from any exterior point.

g. A three combination safe shall be provided to store equipment and material when not in use. Weight must preclude "walking off" with the safe or it must be securely fastened to the building.

b. If the above cannot be met, an armed guard must be provided at all times. If operating personnel are armed and qualified in the use of their firearms, an armed guard need not be present during Duty Hours.

8. The floor plan as outlined on Attachment 1 eliminates as much time and motion as possible. However, two, and one-room arrangements can be equally good. The area designated "ON LINE" shows all space including that required for operating the equipment. The machines are usually arranged in a [redacted] The arrangement eliminates much operator movement. b7E

9. Legend of Drawing: (Attachment 1)

SCALE	= 1 Inch = 1 foot (approximate)
TOTAL AREA	= 896 square feet
CRYPTO ROOM AREA	= 448 square feet
TELETYPE OPERATIONS	= 256 square feet
MESSAGE CENTER	= 192 square feet

2 Incl
Attachments 1 & 2.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. L. V. BOARDMAN

DATE: October 6, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - EMERGENCY SUPPLIES
RELOCATION SITE
Auxiliary space For S.O.C.

There is an estimated three weeks' emergency supply of items generally needed for daily operation of the Bureau. This includes paper of various kinds, pens, pencils, carbons, and generally speaking items of supply. There is also a sufficient number of desks, tables, chairs, etc., to accommodate 173 individuals, which is the number allocated to handle Bureau emergency operations for the first 24-48 hours.

It is anticipated that additional items of supply will be needed for a long-range relocation, and if such were the case, it is more than likely that Washington will have been obliterated and the supplies now stored here would be useless. It is believed that an outside source of supply for the emergency relocation site should be located.

RECOMMENDATION:

RECORDED - 78 66-17381-1241

That the Administrative Division attempt to locate outside Washington a source of supply for items normally used in day-to-day operations of the Bureau.

NOV 28 1955

I don't think this is necessary

JEM:dje
(7)

1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Roach
1 - Section tickler
1 - J. E. McArdle

b7E

DEC 20 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN 11/26/55

DATE: November 22, 1955

FROM : MR. A. H. BELMONT

SUBJECT: Bureau WAR PLANS - FALL-WINTER RELOCATION TEST

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Auxiliary space For S.O.G.

Attached is an SAC Letter alerting the field to the forthcoming relocation test. Detailed memorandum relative to Seat of Government plans for this test is being prepared. The field cannot be advised of the exact date of this test; however, the SAC Letter alerts them for the week of December 5, 1955. Assistant Director Mohr has advised that no action is being taken to cancel previously approved annual leave for any SAC or ASAC.

Since this is essentially a communications test it is believed that the test problems can be handled by either the SAC or the ASAC and the last paragraph of the SAC Letter so instructs. To instruct the SAC to handle all problems personally would require him to cancel all commitments during the week of December 5, 1955. We could, of course, start the alert in the field on December 7, 1955, but this would require each SAC to cancel all commitments for the remaining three days. Under existing circumstances it is believed that it would to the best interest of the Bureau to permit these communications tests to be handled by the SAC or ASAC.

RECOMMENDATION:

That the attached SAC Letter go forth.

Enclosure

JEM:sab (7)

1 - Mr. Boardman
1 - Mr. Nichols
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. McArdle
1 - Lia. Sect. Tick.

66-1738-1-1242

RECORDED - 8
EX-126

16 NOV 28 1955

1 DEC 1 1955

LIAISON

UNRECORDED COPY FILED IN 66-1738-1242

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 11/8/55

FROM : L. E. Wherry, Jr.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUREAU WAR PLANS
MICROWAVE VOICE CHANNELS
Auxiliary - Space For S.O.G.

It is necessary that we now have the three microwave voice channels at [redacted] connected to our commercial switchboard there in order to properly integrate these channels with our emergency telephone system.

[redacted] of the Central Mutual Telephone Company, Inc. from whom we rent our [redacted] switchboard, extension instruments, etc., has assured us that there is no technical reason why the two systems cannot be integrated. Cost of converting each microwave channel to the telephone company switchboard will be a nonrecurring $4 installation charge and a $12.38 monthly charge. A letter from the Bureau to the Central Mutual Telephone Company is necessary before the company will take action. b6 b7C b7E

RECOMMENDATION:

That the attached letter to the Central Mutual Telephone Company authorizing connection of our microwave voice channels to our [redacted] switchboard be approved and dispatched.

RECORDED - 14 66-17381-1243

cc - Mr. McGuire
cc - Mr. McArdle
cc - Mr. Millen
cc - [redacted]

LEW:dps
(6)

The 3 voice channels were connected to the [redacted] switchboard 11/21/55. 4-LEW 11/28/55

16 NOV 29 1955

b7E

59 DEC 1 1955

(1) Autostat UNRECORDED COPY FILED IN 66-17381-

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-24-2012

~~SECRET~~

Mr. John Airhart
Relocation Coordinator
Department of Justice

November 25, 1955

Director, FBI

VIA LIAISON

WAR PLANS - SECURE COMMUNICATION
BETWEEN DEPARTMENT AND BUREAU
RELOCATION SITES

b7E

Attached is a sealed envelope containing two copies, No. 2 and No. 3, of a special [redacted] "Practice Month #1," for encryption of messages between the Department and the FBI during the forthcoming Department-wide Fall-Winter Relocation Test.

This material should be placed in the custody and control of the Department's Cryptographic Custodian. Physical security requirements and operating instructions are identical with those prescribed in attachment to FBI memorandum dated November 17, 1955, forwarding emergency reserve key lists to you.

Receipt should be acknowledged promptly in writing, listing serial numbers of each key list received.

Upon completion of the Fall-Winter Relocation Test, these two key lists are to be burned by cryptocleared personnel and the FBI notified of this destruction.

Enclosures - 2

ADDENDUM FOR YELLOW:

Attached copies of key list supplement the three months' supply of [redacted] furnished the Department 11/17/55. They will be used for practice transmissions during forthcoming Department-wide Fall-Winter Relocation Test, thereby reserving [redacted] furnished 11/17/55 for actual emergency needs.

b7E

Upon approval, this memorandum and attachment, for security reasons, should be delivered personally to Mr. JOHN AIRHART.

Two copies of attached [redacted] also forwarded separately to [redacted] and one copy to Mr. WHERRY, SOG Code Room.

Tolson
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Belmont
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Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

IWW:jhm
(10)

66-17381-1244

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EX-128

DEC 6 1955

~~SECRET~~

DEC 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. L. V. Boardman

DATE: November 29, 1955

FROM : Mr. A. H. Belmont

SUBJECT: WAR PLANS - FALL, WINTER RELOCATION TEST

To insure that all personnel participating in captioned exercise are familiar with what will be expected of them in connection with their participation, the following is being set forth:

This is to be a surprise relocation test. It will be called by the Attorney General sometime during the week of December 5, 1955, the exact time is unknown. We will be required to remain at the relocation site overnight, returning to headquarters city sometime during the second day of the test. Although there are no auxiliary articles of clothing retained at the relocation site, there is an ample supply of towels, soap and bedding. [redacted] has advised that arrangements can be made to obtain cosmetics and toilet articles locally, if needed. b7E

Meals will be served in the dining room in the [redacted]

Breakfast - 7 a.m. to 9 a.m.
Lunch - 12 noon to 2 p.m.
Dinner - 6 p.m. to 8 p.m.

There will be a midnight lunch for those whose services will require them to remain on duty during the night. Breakfast will be $1.10; lunch, dinner and midnight lunch, $1.35 each. All employees will be entitled to collect $4.80 per day per diem, less 96¢ per night for lodging furnished by the Government.

Sleeping accommodations are available for all individuals remaining overnight.

Specific room assignments are attached.

All employees participating in this test will be expected to remain on duty as long as their services are needed, inasmuch as this is only a 24-hour operation. All employees should be impressed with the seriousness of the operation, and will be expected to refrain from frivolity.

RECORDED - 72 64-17381-1245

EX-126

DEC 3 1955

DEC 3 1955

Memorandum for Mr. L. V. Boardman

In the event a Division head feels there will be insufficient work in connection with the test operation to keep all employees of his division busy while they are on duty, additional work should be taken from the Seat of Government. Each employee should know where to go when they arrive at [redacted] and be thoroughly familiar with what is expected of them while there. Courier Service will be available between the Bureau and [redacted]

It is the Bureau's desire that families of those employees participating in the test refrain from visiting the employees at [redacted] during the period of the test. However, there is no objection to participating employees advising the immediate adult dependents of their family that they will be at the relocation site for one night during b7E the week of December 5, 1955, and, in case of an emergency, they can be contacted by calling the individual in charge of the employees Division at Seat of Government who will arrange for the employees in question to contact their dependents.

Each employee, on arrival at the relocation site, will sign an appropriate register and will sign out on this same register on return to Washington. In addition, each employee will be required to sign a divisional sign-in-sign-out register, just as is done at Seat of Government, and it will be the responsibility of the head of each division at [redacted] to call the time and attendance clerk at Seat of Government on the morning of the second day at [redacted] to make certain that time and attendance cards are kept current in each division.

RECOMMENDATION:

That each official receiving a copy of this memorandum appropriately instruct the personnel under his supervision who are to take part in this exercise.

Enclosure
cc - Mr. Nichols
cc - Mr. Boardman
cc - Mr. Belmont
cc - Mr. Mohr
cc - Mr. Mason
cc - Mr. Parsons
cc - Mr. Hennrich
cc - Mr. McArdle
cc - Section Tickler

JEM:mag:mer
(10)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

FROM : Mr. R. R. Roach

DATE: November 17, 1955

cc-Boardman
Belmont
Nichols
Roach
Section tickler
McArdle

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: WAR PLANS - FALL-WINTER RELOCATION TEST

John Airhart, Departmental Relocation Coordinator, telephonically advised Special Agent McArdle of the Liaison Section on November 17, 1955, that the Attorney General's conference originally scheduled for November 21 has been postponed to November 29 since the Attorney General has to be at Camp David on November 21. Airhart advised that a letter will come from the Attorney General confirming this change in dates.

Airhart also advised that the Department will inform Office of Defense Mobilization (ODM) of the date of the forthcoming Fall-Winter Test but that he is of the opinion that inasmuch as the Bureau now has direct liaison with ODM that the Bureau should arrange for an ODM inspector during the forthcoming test and that the Bureau should inform ODM that we plan to test our microwave circuit from the Bureau relocation site to the [redacted] as well as any other equipment linking the two sites which the Signal Corps has been able to install by the time of the test.

During Operation Alert 1955 Mr. William Boleyn of the Bureau of the Budget represented ODM as their inspector at the FBI relocation site. Mr. Boleyn's inspection was most favorable to the Bureau and it is believed that efforts should be made to obtain his services for the forthcoming test. b7E

RECOMMENDATIONS:

1. That Liaison advise ODM that the Attorney General will make known to that agency the date on which the Department and the FBI will carry out the Fall-Winter Relocation Test and that during the course of this test the FBI will want to test all communications facilities connecting the FBI relocation site and the [redacted] This includes the FBI microwave circuit.

11-29-55
Innis Harris, O.D.M. was advised re: above.

66-17381-1246

JEM:bew
(7)

RECORDED-75
INDEXED-126

DEC 9 1955

LIAISON

CONCERN: WAR PLANS - AUXILIARY SPACE FOR S.O.G.

Memorandum for Mr. Belmont

2. That ODM be advised that this Bureau would appreciate advanced information as to the identity of the inspector whom they will assign to inspect the FBI operations during the course of the forthcoming test. That from the Bureau's standpoint Mr. William Boleyn of the Bureau of the Budget would prove most satisfactory.

11-29-55
Innes Harris, O.D.M. advised that ODM had expected to advise the agencies before this as to which Inspector will accompany; that for continuity ODM is trying to assign the same Inspector as before. Harris was told Boleyn would be most satisfactory.
O.S.Bartlett

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 5, 1955

FROM : MR. A. H. BELMONT

SUBJECT: WAR PLANS - FALL - WINTER RELOCATION TEST

Tolson
Boardman
Nichols
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Winterrowd
Tele. Room
Holloman
Gandy

The Attorney General by memorandum to the Director 11/3/55 announced a conference for 2:30 p.m. on Thursday, 11/10/55, to discuss the Portfolio and the question of martial law during an emergency. The following is being submitted for the Director's information in the event the Fall - Winter Relocation Test is brought up during the Attorney General's conference.

Referral/Consult

Departmental Activity:

On 10/12/55 Mr. John Airhart, Departmental Relocation Coordinator, orally advised that the Attorney General planned to call a Department-wide Fall - Winter Relocation Test sometime between 11/15 and 12/1/55. We were advised 10/21/55 that Assistant Attorney General Andretta had brought up the legality of spending funds for relocation and the Attorney General indicated he might take this problem up

JEM:lmm (10)
1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Parsons
1 - Mr. Mason
1 - Mr. Holloman
1 - Section tickler
1 - Mr. Andretta

59 DEC 12 1955

RECORDED - 78
EX-126

66-17381-1247

DEC 7 1955

Sec. 19- FDPS Pg. 123

at Cabinet level. Further, on 10/25/55 Airhart orally advised that as a result of Mr. Andretta's objection, the test originally planned would be postponed pending a decision by the Attorney General. To date no further word has been received regarding a rescheduling of this test.

Basic FBI Plan:

Not withstanding the above confusion we have gone ahead with a basic plan for this relocation test which is outlined as follows:

A. Alert and Notification

The alert will, in all probability, be called by the Attorney General. If received by the Director rather than Mr. Belmont, the Director may want to notify Mr. Belmont so that Mr. Belmont may put the previously approved notification plan into operation. This is the same plan we used for Operation Alert 1955. We do not plan to notify anyone in the Department since the alert in this instance will emanate from the Attorney General.

B. Assembly and Evacuation

All 184 individuals scheduled for immediate relocation will assemble and be checked off in the 1500 corridor. Those scheduled to relocate during this test will be directed to transportation, all other individuals will immediately return to their normal duties. We will use such Bureau cars, buses, and personally-owned cars as are immediately available to get the necessary personnel to [redacted] b7E

We will record the time it takes to complete the alert, get the evacuees out of the building, [redacted] and thereafter become operational. This time element may be important since the ODM guide lines for this test assume that there will be a 2-4 hour warning period from the instant the alert is announced until a hypothetical bomb is detonated.

C. Participating Personnel

We will use only a minimum staff, approximately 35 or 40. Inasmuch as this will be primarily a communications test a majority

of the participants will be communications personnel. The Communications Section has indicated they will need 17 employees. Mr. Belmont, 5 Supervisors, and the necessary clerical personnel will be taken from the Domestic Intelligence Division. It is suggested that Mr. Mohr be among those present to assist the Inspector who will be assigned by ODM. Laboratory Division will be represented by at least one person from the Cryptographic Section and two from the Radio and Electrical Section, as well as the necessary front office personnel. Mr. Nichols' office will also be represented to take over-all charge of the communications operations.

Liaison Agent Jerome J. Daunt will accompany the Department to [redacted] We do not contemplate other Liaison Agents leaving the city during this particular test since we have no knowledge of other agencies conducting their relocation test at the same time. b7E

It is difficult to know how many employees we will actually need until the Attorney General makes a determination as to what type and how extensive a test is desired. This becomes significant insofar as a testing of the communications equipment between the two relocation sites is concerned.

D. Proposed Communications Tests

We have drawn up 12 tentative problems designed to test our emergency radio, telephone, teletype, and microwave equipment. These problems will require at least one contact with all field offices sometime during the 8-hour period. [redacted] radio will be used insofar as possible to contact distant offices whereas telephone and teletype will be used to contact all other offices. All radio and teletype messages will be coded. b7E

The [redacted] and [redacted] direct lines will be tested. With the exception of the Washington Field Office (WFO) all field offices will be contacted at their normal headquarters. WFO will send two representatives to [redacted] for this test in order to test the direct line and the teletype machine at [redacted] If we are at the relocation site at 12:45 p.m. E.S.T., we will take advantage of a normal working day procedure and send out an all field division radio broadcast. This broadcast will cover all but 13 western offices and these 13 offices will be contacted by a similar broadcast from the [redacted] radio station at 3:45 p.m. E.S.T.

If we are at the relocation site after normal working hours, 10 offices will be contacted and instructed to make an actual availability check of all Agents in headquarters city. Each office will report the time required to complete this check and the Bureau relocation site advised.

We will, of course, test all the telephone, radio, and teletype communications equipment installed and ready to be used between [redacted] using coded messages when teletype and radio are employed. Both the telephone and teletype aspects of b7E the microwave system link between [redacted] communications center will be thoroughly tested.

OBSERVATIONS:

(1) The over-all timing of this test is very much up in the air.

(2) We feel it would be most economical to sound the alarm at the beginning of a working day, proceed to the relocation site, carry out the 8-hour test, and return to the Seat of Government that night. However, there are indications that the Department will plan the test over a 2-day period by sounding the alarm at midday or shortly thereafter, proceed to the emergency site, carry out the test for the balance of the workday, spend the night at the site and complete the 8-hour period the following day.

(3) The dining facilities at [redacted] will be b7E closed down from 12/9/55 to 1/11/56. [redacted] has advised the caterer would reopen if requested to do so.

(4) We feel we have gone about as far as we can in our planning until more definite information is received from the Department.

ACTION:

(1) For the Director's use at the Attorney General's conference on 11/10/55 if the question of the Fall - Winter Relocation Test is brought up.

(2) As soon as the Department reaches a decision in this matter we will complete the details of our planning for this test.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: November 29, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - FALL-WINTER RELOCATION TEST

b7E

Tolson
Boardman
Nichols
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Mohr
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

You will recall that we have arrangements with the [redacted] to have [redacted] available on a stand-by basis during a period of emergency. [redacted]

Unless advised to the contrary we will request [redacted]

RECOMMENDATION:

Unless advised to the contrary we will request the [redacted] available on a stand-by basis during the forthcoming Fall-Winter relocation test.

JEM:saw (6)

1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Hennrich
1 - Mr. McArdle
1 - Lia. Sect. Tick.

RECORDED - 33

66-17851-1248

DEC 8 1955

Done 12/2/55 [redacted]

59 DEC 12 1955

Copy - Mhg

TO: Mr. Tolson Date: November 28, 1955

FROM: L. B. Nichols

At 4:43 p.m. today Rob Minor of the Department called my office referring to the memorandum written by the Director to the Attorney General dated November 17th concerning the conference to be held in the Attorney General's Office on Martial Law at 4:00 p.m. November 29th. In this memorandum the Director advised that he would not be in attendance at the conference as he expected to be in New York and that there were no matters undecided which affected the FBI in connection with Martial Law.

Minor advised that the AG was sending a memorandum through tonight asking the Director to designate someone to represent him at this conference tomorrow afternoon in order to discuss the Portfolio. This will, of course, tie in with the discussion of the Portfolio which will be taken up at the relocation exercises early in December. Mr. Belmont has been designated by the Director to represent the Bureau during the relocation exercises wherein the Portfolio will be discussed. After checking with Mr. Belmont, Mr. Minor was advised that Mr. Belmont would represent the Bureau in the meeting to be held in the Attorney General's Office at 4:00 p.m. tomorrow.

cc - Mr. Boardman

cc - Mr. Belmont

JJM:ptm
(4)

INDEXED - 111

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: November 25, 1955

FROM : Mr. A. H. Belmont

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: PROGRAM FOR APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES
Bufile 100-356062

Portfolio and Martial Law

The Attorney General by memorandum 11/16/55 advised that a conference scheduled in his office for Monday, 11/21/55, was rescheduled for Tuesday, 11/29/55, at 4:00 P.M., for the purpose of discussing the Portfolio and martial law. The attached material has been prepared for the Director's use in the event he attends the conference on 11/29/55 and concerns the revised Portfolio and the martial law question. It is noted that the Director's memorandum of 11/14/55 states that a general discussion was had relative to the revised Portfolio in the office of the Attorney General on 11/10/55 and the Attorney General directed that unresolved items in connection with the Portfolio be resolved by Mr. Rankin at an early date. The martial law question was commented upon and the Attorney General directed Mr. Rankin to meet with Department of Defense representatives and endeavor to reach an early decision upon the matter.

Relocation Test

The Fall-Winter relocation test is scheduled to be held 12/8-9/55. In accordance with the Director's instructions, Mr. Belmont will go to [redacted] to participate in the discussion concerning the Portfolio. Inspector Hennrich will go to [redacted] during the alert test to supervise the Bureau's relocation activities there. We have previously submitted by memorandum 11/5/55 an outline (attached) for this forthcoming alert test. We are drawing up detailed plans and will submit them for the Director's approval prior to the test.

b7E

2 ENCS

66-17391-

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15 DEC 6 1955

Attorney General's Conference to be Held on 11/29/55

The Attorney General's memorandum of 11/16/55 noted that the conference of 11/29/55 at 4:00 P.M. will relate to the Portfolio and the question of martial law. It is possible that

DEC 7 1955

there will be some discussion on the memorandum from Mr. Yeagley to the Attorney General dated 11/7/55, which set forth certain ICIS problems. This memorandum has been analyzed and there is attached [redacted] a memorandum from Mr. Belmont to Mr. Boardman dated 11/17/55 analyzing Mr. Yeagley's memorandum. Briefly, the matters discussed were problems highlighted during considerations by the representatives of the National Security Council, Net Evaluation Subcommittee, and with the exception of the question of limiting the size of the diplomatic pouch, the problems are primarily the responsibility of ICIS.

ACTION:

This memorandum and attachments are submitted for the Director's information in connection with the conference scheduled for 11/29/55 in the Attorney General's office.

memo. was sent to AG on 11-19 stating Mr Hoover would not attend

Enclosures

cc - Mr. Boardman
cc - Mr. Belmont
cc - Mr. Roach
cc - Mr. Bland
cc - Mr. McArdle
cc - Mr. Rushing

TDR:pjm
(7)

Cong. Unless we hear further there will be no Bureau representation. If at last moment A.G. requests it I will attend & in my absence Mr. Belmont will do so.

November 25, 1955

ATTORNEY GENERAL'S PORTFOLIO
FOR THE
EMERGENCY DETENTION PROGRAM

For your information, at the present time, the revised Portfolio is divided into four parts. Part I provides for the suspension of the privilege of the writ of habeas corpus and the apprehension and/or search of all dangerous persons, citizens and aliens alike. Part II contains a control program for nondangerous alien enemies who will not be apprehended and generally consists of requirements for registration, regulations concerning travel, prohibitions against the possession of specifically named articles of contraband, and prohibition against entering restricted areas. Part II can be used with either Part I or Part III. Part III is similar to Part I except that it will be used in a limited emergency and provides for the apprehension of alien enemies only. The privilege of the writ of habeas corpus will not be suspended under Part III. Part III will not be used if Part I becomes operative first. Part IV consists of miscellaneous proclamations and executive orders.

The status of the revisions to the Attorney General's Portfolio has been the subject matter of past discussions at conferences held in the Attorney General's office. At this time, there are no matters unresolved regarding the procedures to be followed by this Bureau in handling its responsibilities under Parts I, II and III of the revised Portfolio. There are, however, certain matters and agreements in connection therewith which are being worked out by the Department with the Immigration and Naturalization Service and the Department of Defense. Of course, until these matters are resolved, the Portfolio is not in final form.

The following matters in connection with the revised Portfolio are pending.

ENCLOSURE

Enclosure
66-17581

(1) *Assumption by the Secretary of Defense of Responsibilities for Areas Other Than the Continental United States, Puerto Rico, and the Virgin Islands*

Under the revised Portfolio, the Attorney General will administer all phases of the Program in the continental United States, Puerto Rico, and the Virgin Islands, and the Secretary of Defense will administer the Program in all other territories and areas under the jurisdiction of the United States or committed to its control.

As of November 4, 1955, we have not been advised as to whether the Secretary of Defense has approved the procedures for which he will be responsible under the revised Portfolio.

(2) *Joint Agreement Between the Secretary of Defense and the Attorney General*

The Joint Agreement was entered into on February 11, 1949, between the offices of the Secretary of Defense and the Attorney General, under which the Department of Defense will provide temporary detention facilities to house detainees in areas in which local detention facilities are inadequate. Provisions regarding the Joint Agreement are included under Part I of the Portfolio. The New York, Los Angeles, San Francisco, Chicago, Baltimore, San Juan and Honolulu areas are presently included under the Agreement. Until acceptance of jurisdiction by Defense under revised Portfolio, Justice has responsibility in Hawaii.

In order to clarify the Agreement and bring it up to date, the Department submitted a proposed revised Joint Agreement to the Secretary of Defense by memorandum dated October 12, 1953. Since that time, representatives of the Department and Department of Defense have been going over the proposed revisions and we have submitted our comments on the various issues. The points of disagreement are objectionable clauses inserted into the Agreement by the Secretary of Defense, namely, that nothing in the Agreement shall obligate the funds of the Department of Defense or

its designated agent prior to the implementation of the Agreement and that the highest priority, consistent with the performance of the mobilization or emergency missions of the Department of Defense, will be given to planning for and implementing the Agreement. We have pointed out to the Department that the terms of the Joint Agreement must be unequivocal and spell out specifically the obligations of the Department of Defense and that any clause permitting discretion on the part of the military as to its obligation to comply with the Agreement serves to place the Emergency Detention Program in jeopardy in those areas covered by the Agreement.

(3) Immigration and Naturalization Service Plans Relating to Control Regulations for Nondangerous Alien Enemies at the Time of an Emergency

Part II of the Portfolio sets forth control regulations for nondangerous alien enemies not considered for apprehension, a function of the Immigration and Naturalization Service.

Certain forms to be used by the Immigration and Naturalization Service for the registration and control of nondangerous alien enemies under Part II of the revised Portfolio have not been placed in that Part in final form. The preparation of these forms and the detailed planning of the Immigration and Naturalization Service are matters to be worked out between the Department and that Service.

By memorandum dated November 21, 1955, Mr. Rankin forwarded one revised page of the Portfolio relating to registration of alien enemies and four revised forms to be used in connection therewith. These revisions were made in accordance with our comments and suggestions. However, additional revisions are still pending. Our memorandum to Mr. Rankin of November 23, 1955, commented upon the additional revisions required.

(4) Copies of the Portfolio in the Bureau's Possession

At the present time, we have two copies of the original Portfolio, one stored for safekeeping at [redacted] and one maintained at the Bureau. b7E

At the conference held in the Attorney General's office on March 14, 1955, it was decided that we should receive a total of three copies of the revised Portfolio when it is finally approved. One copy is to be retained at the Bureau; another is to be stored at the relocation site, [redacted] and the third copy is to be forwarded to the SAC at [redacted] for safekeeping. b7E

At this time, we have one copy of the revised Portfolio. When it is finally approved, we should receive two additional copies of the revised Portfolio for handling as indicated above.

November 25, 1955

DECLARATION OF MARTIAL LAW IN TIME OF EMERGENCY AND ITS EFFECT UPON THE BUREAU'S OPERATIONS

The Delimitations Agreement entered into by the Federal Bureau of Investigation and the intelligence agencies of the Armed Forces on February 23, 1949, provides that during periods of martial law the Armed Forces commander will have authority to assign missions, designate objectives and exercise such coordinating control of the intelligence agencies as he deems necessary. Administrative and disciplinary control remains with the respective agencies. The problem presented by the declaration of martial law was given prominence when such declaration was simulated by the President during Operation Alert - 1955. This problem was thereupon submitted to the Department and advice was requested as to the jurisdiction of the FBI under martial law and the extent to which control and authority had passed from the Department of Justice to the military as it pertained to the operations of this Bureau.

The Department advised that all civil agencies would be required to give full effect to the proclamation declaring martial law and all orders and regulations issued thereunder; that where conflict existed between martial law regulations and Justice instructions this Bureau should obey the military commander and advise the Attorney General of the facts and that, where necessary, the Department of Justice would advise the Defense Department of any conflict and resolve the matter in order that the objectives of civil authorities could be accomplished within the framework of martial law.

This might well compel the abandonment of the entire Emergency Detention Program and, at best, would cause delay in putting it into effect while Defense Department clearance was being obtained. This matter was brought to the attention

ENCLOSURE

62-1735/

of the Attorney General by our letter of June 23, 1955. Our letter noted that the situation presented during the exercises pointed out the necessity of resolving this problem in advance of a real emergency in order that there would be no interruption in the Bureau's work, especially in making arrests and/or searches contemplated under the Emergency Detention Program.

We requested advice as to what action the Attorney General intended to take in a real emergency if martial law is declared. We also requested advice as to whether the procedures and documents outlined in the Attorney General's Portfolio will be used as planned in the event martial law should be declared during a real emergency.

This is essentially a Departmental problem. However, the Attorney General's memorandum of November 3, 1955, indicates the desire that the Director participate in the discussion of the martial law problem. We think it necessary that the Department reach an agreement with the Department of Defense, well in advance of a real emergency, so that there will be no interruption or delay in the immediate carrying out of the Emergency Detention Program should martial law be invoked during an emergency.

Copy - Mhg

ATTORNEY GENERAL

November 17, 1955

66- 17381

DIRECTOR, FBI

I have received your memorandum of November 16, 1955 advising that the conference to discuss the portfolio and martial law to be held in your office has been changed from November 21, 1955 to November 29, 1955 at 4:00 P. M.

It will be necessary for me to be in New York City on November 28th and 29th. Unless you advise to the contrary, I will not plan to be in attendance at the November 29th meeting.

It is noted that from prior conferences no matters are pending which are undecided, so far as the FBI's interest is concerned, with regard to the subject matters of the November 29th conference.

CT:DSS

ORIGINAL COPY FILED IN

DEC 15 1955

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-24-2012

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: November 16, 1955

FROM : Mr. A. H. Belmont

SUBJECT: PROGRAM FOR APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES
Bufile 100-356062

Tolson
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Portfolio and Martial Law

The Attorney General by memorandum of 11/10/55 to the Director and Messrs. Rogers, Olney, Rankin and Tompkins requested the presence of all in his office on Monday, 11/21/55, at 2:30 P.M., to further discuss the completion of the Portfolio and martial law. Memorandum to Mr. Boardman of 11/5/55, captioned as above, was prepared for the Director's use at the conference in the Attorney General's office on 11/10/55 concerning the revised Portfolio and the martial law question. It is noted from the Director's memorandum of 11/14/55 that a general discussion was had relative to the revised Portfolio and the Attorney General directed that unresolved items in connection with the Portfolio be resolved by Mr. Rankin at an early date. The martial law question was commented upon and the Attorney General directed Mr. Rankin to meet with Department of Defense representatives and endeavor to reach an early decision upon this matter.

No changes have occurred in the status of the unresolved matters relating to the Portfolio commented upon in the memorandum of 11/5/55. This memorandum is attached for the Director's information.

1-15-82 SP6 bja/pdh

Relocation Test

The Director's memorandum of 11/14/55 indicated that, at another conference with the Attorney General on 11/9/55, the Attorney General advised that the Fall-Winter relocation test would be held on December 8-9, 1955. In accordance with the Director's instructions, Mr. Belmont will go to [redacted] to participate in the discussion concerning the Portfolio. If agreeable, Mr. Paul Cox, Number One Man of the Subversive Control Section, will accompany Mr. Belmont inasmuch as

b7E

Enclosures(2)

I see no reason for you & Belmont going

cc - Mr. Boardman
cc - Mr. Belmont
cc - Mr. Roach
cc - Mr. Bland
cc - Mr. Henry
cc - Mr. McArdle

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(7)

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Memorandum for Mr. Boardman

b7E

Mr. Cox is thoroughly conversant with matters relating to the Portfolio. Also, Inspector Hennrich will go to [redacted] during the alert test to supervise the Bureau's relocation activities there. We have previously submitted by memorandum dated 11/5/55 an outline for this forthcoming alert test. Now that the date has been set, we will draw up detailed plans and submit them for the Director's information prior to the test.

Burgess-Maclean Matter

*Attached (Detached) & Attached

It is noted that, prior to the Attorney General's conference on 11/9/55, we submitted a memorandum to the Attorney General on the Burgess-Maclean case, dated 11/7/55, the subject matter of which was discussed at the 11/9/55 conference. There was also submitted to the Attorney General on 11/8/55 a memorandum concerning Soviet and Satellite activities, a copy of which the Director has.

Attorney General's Conference to be Held on 11/21/55

The Attorney General advised at the 11/9/55 conference that he would call another meeting on Monday, 11/21/55, to discuss in detail some of the previously referred to problems. In view of the fact that some of the items were disposed of at the previous meeting, it is apparent that the Monday conference will relate primarily to the Attorney General's Portfolio and the question of martial law. It is also possible that there will be some discussion on the memorandum that Mr. Yeagley submitted to the Attorney General dated 11/7/55, which set forth certain ICIS problems. A copy of Mr. Yeagley's memorandum reached this Division on the evening of 11/15/55 and we are preparing a separate memorandum for the Director's use on any aspects of the ICIS problem which affect IIC.

ACTION:

This memorandum is submitted for the Director's information in connection with the conference scheduled for 11/21/55 in the Attorney General's office.

November 14, 1955

MEMORANDUM FOR MR. TOLSON
MR. BOARDMAN
MR. BELMONT
MR. NICHOLS

On November 10, 1955, at 2:30 PM, I attended a conference in the Attorney General's Office at which were present the Attorney General, Assistant Attorney General Rankin, a representative of Mr. Rankin's office and myself.

There was a general discussion relative to the revised Portfolio. The representative accompanying Mr. Rankin outlined to the Attorney General some of the items in the Portfolio which had not yet been resolved. The Attorney General directed that these items be resolved at an early date. I pointed out the imperative necessity of the revised Portfolio being supplied to the interested agencies of the Department in order that it would be readily available for study and guidance.

The Attorney General inquired of Mr. Rankin as to what progress had been made toward resolving questions raised by the FBI should martial law be declared in a time of national emergency. Mr. Rankin indicated that this had not yet been resolved, as he had but just received the various memorandums from his own staff upon the subject. I pointed out the imperative necessity of having a distinct understanding with the Department of Defense as to exactly what would or would not be done by that Department in transferring or divesting the responsibilities of other agencies, particularly the FBI in the "pick-up" program. The Attorney General directed Mr. Rankin to meet with the Department of Defense representatives and endeavor to reach as early a decision as possible upon this matter.

Very truly yours,

1/ J. Edgar Hoover

John Edgar Hoover

Director

Tolson
Boardman
Nichols
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Sizoo
Winterrowd
Tele. Room
Holloman
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DEC 12 1955

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SENT FROM D. O.
TIME 9:45 AM
DATE 11-15-55
BY

62-12391
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115 DEC 8 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. L. V. Boardman

DATE: November 5, 1955

FROM : Mr. A. H. Belmont

SUBJECT: PROGRAM FOR APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES
FBI File 100-356062

By memorandum dated November 3, 1955, the Attorney General advised that he was holding a conference with Mr. Rankin at 2:30 P.M. on November 10 in the Attorney General's office concerning the effect on Bureau operations in the event martial law is declared in an emergency in a particular area or throughout the nation and concerning other problems relating to the Attorney General's Portfolio. He indicated that it would be very helpful if the Director could be present.

The Director requested that he be furnished with the material he might need for such a conference.

The attached material points out the necessity that the Department reach an agreement in advance of a real emergency with Department of Defense whereby the Emergency Detention Program can be carried on without delay in the event martial law is invoked. No unresolved matters regarding Portfolio. Certain procedures to be followed by Bureau under matters remain to be resolved by Department with Immigration and Naturalization Service and Defense Department on functions latter two agencies will perform. Material also attached concerning these matters.

ACTION:

This is submitted in accordance with the Director's request.

2 ENCLS

66-17381
NOT RECORDED
145 DEC 8 1955

DEC 7 1955

2 ENCLS
Enclosures

cc - Mr. Boardman
cc - Mr. Belmont
cc - Mr. Henry
cc - Mr. Rushing

DEC 12 1955

(5)

November 5, 1955

DECLARATION OF MARTIAL LAW
IN TIME OF EMERGENCY AND ITS
EFFECT UPON THE BUREAU'S OPERATIONS

The Delimitations Agreement entered into by the Federal Bureau of Investigation and the intelligence agencies of the Armed Forces on February 23, 1949, provides that during periods of martial law the Armed Forces commander will have authority to assign missions, designate objectives and exercise such coordinating control of the intelligence agencies as he deems necessary. Administrative and disciplinary control remains with the respective agencies. The problem presented by the declaration of martial law was given prominence when such declaration was simulated by the President during Operation Alert - 1955. This problem was thereupon submitted to the Department and advice was requested as to the jurisdiction of the FBI under martial law and the extent to which control and authority had passed from the Department of Justice to the military as it pertained to the operations of this Bureau.

The Department advised that all civil agencies would be required to give full effect to the proclamation declaring martial law and all orders and regulations issued thereunder; that where conflict existed between martial law regulations and Justice instructions this Bureau should obey the military commander and advise the Attorney General of the facts and that, where necessary, the Department of Justice would advise the Defense Department of any conflict and resolve the matter in order that the objectives of civil authorities could be accomplished within the framework of martial law.

This might well compel the abandonment of the entire Emergency Detention Program and, at best, would cause delay in putting it into effect while Defense Department clearance was being obtained. This matter was brought to the attention

ENCLOSURE
62-17381
ENCLOSURE

of the Attorney General by our letter of June 23, 1955. Our letter noted that the situation presented during the exercises pointed out the necessity of resolving this problem in advance of a real emergency in order that there would be no interruption in the Bureau's work, especially in making arrests and/or searches contemplated under the Emergency Detention Program.

We requested advice as to what action the Attorney General intended to take in a real emergency if martial law is declared. We also requested advice as to whether the procedures and documents outlined in the Attorney General's Portfolio will be used as planned in the event martial law should be declared during a real emergency.

This is essentially a Departmental problem. However, the Attorney General's memorandum of November 3, 1955, indicates the desire that the Director participate in the discussion of the martial law problem. We think it necessary that the Department reach an agreement with the Department of Defense, well in advance of a real emergency, so that there will be no interruption or delay in the immediate carrying out of the Emergency Detention Program should martial law be invoked during an emergency.

November 5, 1955

ATTORNEY GENERAL'S PORTFOLIO
FOR THE
EMERGENCY DETENTION PROGRAM

For your information, at the present time, the revised Portfolio is divided into four parts. Part I provides for the suspension of the privilege of the writ of habeas corpus and the apprehension and/or search of all dangerous persons, citizens and aliens alike. Part II contains a control program for nondangerous alien enemies who will not be apprehended and generally consists of requirements for registration, regulations concerning travel, prohibitions against the possession of specifically named articles of contraband, and prohibition against entering restricted areas. Part II can be used with either Part I or Part III. Part III is similar to Part I except that it will be used in a limited emergency and provides for the apprehension of alien enemies only. The privilege of the writ of habeas corpus will not be suspended under Part III. Part III will not be used if Part I becomes operative first. Part IV consists of miscellaneous proclamations and executive orders.

The status of the revisions to the Attorney General's Portfolio has been the subject matter of past discussions at conferences held in the Attorney General's office. At this time, there are no matters unresolved regarding the procedures to be followed by this Bureau in handling its responsibilities under Parts I, II and III of the revised Portfolio. There are, however, certain matters and agreements in connection therewith which are being worked out by the Department with the Immigration and Naturalization Service and the Department of Defense. Of course, until these matters are resolved, the Portfolio is not in final form.

The following matters in connection with the revised Portfolio are pending.

ENCLOSURE

ENCLOSURE 62-17251

(1) *Assumption by the Secretary of Defense of Responsibilities for Areas Other Than the Continental United States, Puerto Rico, and the Virgin Islands*

Under the revised Portfolio, the Attorney General will administer all phases of the Program in the continental United States, Puerto Rico, and the Virgin Islands, and the Secretary of Defense will administer the Program in all other territories and areas under the jurisdiction of the United States or committed to its control.

As of November 4, 1955, we have not been advised as to whether the Secretary of Defense has approved the procedures for which he will be responsible under the revised Portfolio.

(2) *Joint Agreement Between the Secretary of Defense and the Attorney General*

The Joint Agreement was entered into on February 11, 1949, between the offices of the Secretary of Defense and the Attorney General, under which the Department of Defense will provide temporary detention facilities to house detainees in areas in which local detention facilities are inadequate. Provisions regarding the Joint Agreement are included under Part I of the Portfolio. The New York, Los Angeles, San Francisco, Chicago, Baltimore, San Juan and Honolulu areas are presently included under the Agreement.*

In order to clarify the Agreement and bring it up to date, the Department submitted a proposed revised Joint Agreement to the Secretary of Defense by memorandum dated October 12, 1953. Since that time, representatives of the Department and Department of Defense have been going over the proposed revisions and we have submitted our comments on the various issues. The points of disagreement are objectionable clauses inserted into the Agreement by the Secretary of Defense, namely, that nothing in the Agreement shall obligate the funds of the Department of Defense or

* *Until acceptance of jurisdiction by Defense under revised Portfolio, Justice has responsibility in Hawaii.*

its designated agent prior to the implementation of the Agreement and that the highest priority, consistent with the performance of the mobilization or emergency missions of the Department of Defense, will be given to planning for and implementing the Agreement. We have pointed out to the Department that the terms of the Joint Agreement must be unequivocal and spell out specifically the obligations of the Department of Defense and that any clause permitting discretion on the part of the military as to its obligation to comply with the Agreement serves to place the Emergency Detention Program in jeopardy in those areas covered by the Agreement.

(3) Immigration and Naturalization Service Plans Relating to Control Regulations for Nondangerous Alien Enemies at the Time of an Emergency

Part II of the Portfolio sets forth control regulations for nondangerous alien enemies not considered for apprehension, a function of the Immigration and Naturalization Service.

Certain forms to be used by the Immigration and Naturalization Service for the registration and control of nondangerous alien enemies under Part II of the revised Portfolio have not been placed in that Part in final form. The preparation of these forms and the detailed planning of the Immigration and Naturalization Service are matters to be worked out between the Department and that Service.

(4) Copies of the Portfolio in the Bureau's Possession

At the present time, we have two copies of the original Portfolio, one stored for safekeeping at [redacted] and one maintained at the Bureau. b7E

At the conference held in the Attorney General's office on March 14, 1955, it was decided that we should receive a total of three copies of the revised Portfolio when it is finally approved. One copy is to be retained

at the Bureau; another is to be stored at the relocation site, [redacted] and the third copy is to be forwarded to the SAC at [redacted], for safekeeping. b7E

At this time, we have one copy of the revised Portfolio. When it is finally approved, we should receive two additional copies of the revised Portfolio for handling as indicated above.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: December 2, 1955

FROM : MR. R. R. ROACH

SUBJECT: WAR PLANS - FALL-WINTER RELOCATION TEST

Tolson
Boardman
Nichols
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Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to my memorandum to you dated 11-17-55 in the above-captioned matter in which it was recommended that Liaison advise the Office of Defense Mobilization (ODM) that the Attorney General will make known to that agency the date on which the Department and the FBI will carry out the Fall-Winter relocation test and that during the course of this test the FBI will want to test all communication facilities connecting the FBI relocation site and the [redacted] This includes the FBI microwave circuit. It was further recommended that the Bureau would appreciate advance information as to the identity of the inspector to be assigned to inspect the FBI operations during the forthcoming test; that from the Bureau's standpoint Mr. William Boleyn of the Bureau of the Budget would prove most satisfactory. b7E

On 11-29-55 Mr. Bartlett of the Liaison Section discussed the above recommendations with Mr. Innes Harris of ODM. Mr. Harris advised that they would await word from the Attorney General as to the date of the test and that during the time of the test the [redacted] will be in operation so that we can test all of our communications. Concerning the inspector to accompany the FBI, Mr. Harris stated that ODM had expected to advise the agencies before this as to the identity of the inspector to accompany the relocation groups; however, this has not been crystallized at this moment. He further stated that ODM feels that for continuity of operations, ODM would like to assign the same inspector that accompanied the agency during the last test and that if at all possible, Mr. William Boleyn will accompany the Bureau.

ACTION:

For your information.

RECORDED - 87-66-17581-1249
EX-118
13 DEC 8 1955

CHB:fjb
(8)

1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Mohr
1 - Mr. Belmont
1 - Mr. McArdle
1 - Liaison Section
1 - Mr. Bartlett

LIAISON

7 DEC 1 1955

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-24-2012

11/29/55
SAC LETTER NO. 55-73

(D) [WAR PLANS - FALL-WINTER RELOCATION TEST] (U)

The Office of Defense Mobilization has instructed each agency having essential wartime functions to conduct a relocation test sometime between November 15, 1955, and February 15, 1956. The Attorney General has indicated that he will call a Department-wide relocation test sometime during the week of December 5, 1955; the exact time is unknown. (U)

As in Operation Alert, June 15, 16, and 17, various Bureau field offices will be contacted during the course of this test. This is to be primarily a test of emergency communications. In addition to normal coverage you should arrange to monitor all communications facilities and be prepared to answer any Bureau communications which might be received during normal Seat of Government office hours for the 24-hour period following receipt of the initial test message. All teletype and radio messages will be fully coded. All messages will begin with the word "UNCAP" to indicate the message is part of the relocation test. Each message will be numbered. If a reply is requested, the word "UNCAP" should be followed by the number of the message to which it pertains. All telephone and teletype replies should be directed to the Bureau relocation site. Radio replies should be directed to the Bureau control station. Teletype and radio replies should be encoded. (U)

The Bureau does not desire field offices to conduct individual relocation exercises as part of this test. All messages will be directed to the field office with the exception of the Washington Field Office. The test will consist of at least eight hours of actual operation at the Bureau relocation site. (U)

All offices should remain alert for this relocation test and those individuals who have been trained in [redacted] procedures b7E should make certain that they are proficient in its use. All members of the Chain of Command and all field supervisors should make certain they are thoroughly familiar with the Bureau's emergency telephone code. (U)

This and all other relocation tests are an important part of the over-all Continuity of Government program. It should therefore be considered an important aspect of your field office operation, and all personnel of your office should remain alert in accordance therewith. All test problems should be personally handled by either the SAC or the ASAC. (U)

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Classified by SP8 BTY/BCE
Declassify on: OADR
3/18/83

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DEC 12 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. L. V. BOARDMAN

DATE: November 29, 1955

FROM : MR. A. H. BELMONT

SUBJECT: PROGRAM FOR APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES
Bufile 100-356062

In accordance with instructions, I attended the Attorney General's conference at 4:00 p.m., November 29, 1955, to consider completion of the Attorney General's Portfolio and the question of what action should be taken if martial law were declared during an emergency. Present, in addition to the Attorney General, were Mr. Rankin, Mr. Ford, Mr. Luce of the Criminal Division, Mr. Airhart, Relocation Officer, and Mr. Foley of the Internal Security Division.

At the Attorney General's request, Mr. Airhart discussed plans for the relocation test of December 8 and 9, 1955. The instructions remain the same as those already furnished to us by the Department. Airhart said that ODM has been contacted to furnish observers and, while the Department does not know who the observer will be for [redacted] Mr. Boleyn, the same observer we had during the June test, will probably accompany the Bureau to [redacted] The Attorney General appointed John Lindsay to prepare a report for him on the test at [redacted]

b7E

The Attorney General indicated that he would be at Camp David for two National Security Council meetings on December 8 - one in the morning and one in the afternoon; therefore, he would not come to [redacted] until dinnertime on December 8. The Attorney General indicated that notification to the Bureau of the test would be made by Deputy Attorney General Rogers in his absence.

Airhart advised that inasmuch as the Director had [redacted] set indicated he would not make use of [redacted] aside for the Attorney General in an emergency, it might be well for the Attorney General to designate someone else to accompany him [redacted] The Attorney General stated that Assistant Attorney General Tompkins and Mr. Rankin would accompany him, as it would not be desirable for the Attorney General and the Deputy Attorney General to be [redacted] This pertains to an emergency and not the relocation test, as the Attorney General will use his car for the latter.

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Memorandum to Mr. Boardman from Mr. Belmont

Mr. Airhart stated that changes are being made in the chain of command within the Department, inasmuch as persons capable of acting for the Attorney General are restricted by statute to Presidential appointments. I told Mr. Airhart we would have Liaison get a copy of these changes from him, although Airhart stated it would not make any difference to the Bureau as the same first 4 officials are listed below the Attorney General, and beyond that number, in an emergency the Director is empowered to proceed with the Emergency Detention Program without additional authority from the Attorney General.

Airhart stated that the [redacted] b7E [redacted] has declared surplus 27 acres at this facility and he has arranged to have this land held in the event the Department desires to build a shelter for these [redacted] and later build quarters for a Departmental relocation site. The Attorney General instructed that Airhart and Deputy Rogers look this over during the relocation test.

I raised the question of the two agreements pending with the Defense Department: (1.) concerning detention facilities in certain cities and the other (2.) concerning the agreement of Defense as to its jurisdiction under the Portfolio in areas other than the Continental United States, Puerto Rico and the Virgin Islands. Mr. Foley advised that Defense has not as yet given an answer regarding point No. 1. Mr. Ford advised that he had been pushing Defense on point No. 2, but Defense has not as yet come to an agreement. I pointed out the need to have these matters settled so that Defense Department could not duck from under responsibility in an emergency. The Attorney General agreed.

Mr. Ford advised that an additional copy of the revised Portfolio is being prepared in order that the Bureau may keep a copy at its relocation site. The Attorney General instructed that this be done before December 8. Ford advised, and the Attorney General agreed, that the additional copy of

Memorandum to Mr. Boardman from Mr. Belmont

b7E

the Portfolio to be kept at our [redacted] Office will not be prepared until after the relocation test, in order that there will be complete agreement on the Portfolio before the extra copy is prepared. I pointed out that we have but one copy now and, if an emergency happened tomorrow and the Washington copy was destroyed, we would be operating under the old Portfolio. The Attorney General reiterated that the copy for [redacted] should be ready before December 8.

The Attorney General stated that the briefing at the relocation site would be to acquaint the essential personnel in the various branches of the Department with their functions during an emergency. Mr. Ford will conduct the briefing.

The Attorney General asked if the martial law question had been settled. Mr. Rankin said he had been in touch with ODM and was trying to set up a conference, unsuccessfully, but would try to have the conference next week.

For your information.

AHB:LL
(6)
cc--Mr. Boardman
cc--Mr. Belmont
cc--Mr. Hennrich
cc--Mr. Cox
cc--Mr. McArdle

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: October 31, 1955

FROM : MR. A. H. BELMONT

SUBJECT: WAR PLANS - GAS MASKS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

This memorandum sets forth the shortage of gas masks needed in our war planning both at the Seat of Government, relocation site, and in the field. Recommendations are set forth.

Relocation Site:

There are 184 employees scheduled for immediate relocation in event of an emergency. This number will undoubedly increase after the first 24- 48 hours. We now have 176 gas masks at the relocation site of which 35 have been used in training activity for approximately 20 years and according to [redacted] should not be completely trusted in a period of emergency. To assure that there will be one safe and secure gas mask for each employee at the relocation site and some room for expansion, 75 new gas masks are needed.

Field:

b7E

There are now 1362 gas masks and approximately 5800 Agents in the field. SAC Letter No. 200 dated 8/8/44 instructs each office to retain one gas mask for each five Agents. All offices except [redacted] Field Office have sufficient masks to approximate or exceed this quota. These offices would require a total of 214 additional masks to bring them up to the quota. It is not believed that those offices exceeding the quota [redacted] should be instructed to transfer masks over and above the quota to those offices who are less fortunate, as one mask for every five Agents (20 per cent of the Agent personnel) is extremely low and depending upon current world situations may be quite inadequate.

Federal Civil Defense Administration (FCDA) by bulletin dated 8/16/55 recommended the V-800 gas mask which sells for $6.30 each. This gas mask according to military sources contacted by the Laboratory is not as durable a mask as is the M-9 which the Bureau has previously purchased but has all the protective qualities of the M-9 which costs $14.00. Gas masks are retained at the relocation site to be used in the event of chemical or biological warfare and to provide protection against inhalation of radioactive fall-out.

JJEM:mlp/lmm (8)
1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Parsons
1 - Section Tickler
1 - Mr. McArdle

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : L. V. BOARDMAN

DATE: November 23, 1955

FROM : A. H. BELMONT

SUBJECT: WAR PLANS - FALL-WINTER RELOCATION TEST

There follows a recapitulation of the FBI over-all plan for the Fall-Winter relocation test:

Dates

December 8 and 9, 1955.

Place

[redacted] b7E

Time

Exact time unknown, probably from midafternoon 12/8/55 to sometime 12/9/55.

Personnel

49.

Hours - from time of arrival to approximately midnight- then resume duties 8:30 a.m. 12/9/55 to completion of test period that day.

Meals - served in dining room.

Sleeping - 3rd floor. Temporary effective partition in corridor separating men and women.

Security

24-hour guard by [redacted] Agent personnel. b7E

Communications

Telephone - There are 14 emergency trunk lines at [redacted] -
1 - to [redacted]
10 - to [redacted]
1 - to Bureau switchboard in [redacted]
1 - stand-by direct line to [redacted]
1 - stand-by direct line to [redacted]

ENCLOSURE Brief Relocation Tests

66-17381-1259

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EMERGENCY HEADQUARTERS FOR S.A.C.

Teletype - 5 machines - 3 to [redacted] 1 to [redacted] b7E
1 on microwave link to [redacted]

Radio - Direct and relay service to 52 field offices and INS at Justice Department relocation site.

Field Offices Participating

52 on general alert. All offices will be contacted three times plus - 20 on special problems and 12 for actual availability checks.

Communication's Test Problems

12 - two of which can be expanded to cover added offices. There are also 2 extra problems both of which can be expanded to include several offices. The Laboratory has 4 problems to be carried out at the relocation site. We will also handle all communication's problems sent by the Department during this test.

Report of Test

Summary for Director and Attorney General.

Estimated Cost

Communications	$600.00
Per Diem - 49 days @ $3.80	186.20
Transportation	30.00
Total	$816.20

Alert

The Attorney General will call a simulated alert sometime during the day on December 8, 1955. After the Attorney General notifies the Director, the Director may wish to advise Mr. Belmont who will then follow the established notification procedure. If the Attorney General notifies Mr. Belmont direct he will immediately institute the established notification procedure. We do not plan to notify any Departmental officials in connection with the Fall-Winter Relocation Test since the original notification will come from the Department. Upon receipt of notification all employees having essential wartime functions (184) will assemble in the corridor outside Room 1541 where they will be checked

off. This will test the effectiveness of our notification and assembly procedures. 49 of the people so reporting will be instructed to depart immediately for [redacted] Available Bureau automotive equipment and personally owned cars will be used. All employees reporting to the 1500 corridor and not being taken to the relocation site will be b7E instructed to resume their normal functions. The time factor from receipt of the simulated alert to the departure of the last vehicle for [redacted] will be carefully checked and recorded.

The Bureau has the responsibility for evacuating the Attorney General, however, Airhart, Departmental Relocation Coordinator, has advised that during this test the Attorney General will use his own car and driver. One of the Bureau supervisors having the responsibility for carrying out the relocation of the Attorney General will upon receipt of the alert proceed to his office and thereafter accompany him to his personal car. This supervisor will then return to his normal duties.

[redacted] Facilities

Our space in [redacted] will be set up in accordance with previous plans to accommodate Bureau operations in an emergency. b7E [redacted] facilities will be prepared as follows:

[redacted]

Security at [redacted] b7E

[redacted] will establish strong security measures at [redacted] [redacted] during the entire course of this test operation. A 24-hour guard force made up of [redacted] personnel will be employed. There will be controlled access to [redacted] all during this test through a check-in and registration system whereby all individuals entering the building must clearly identify themselves and appropriately register upon entry. Bureau employees will record their arrival and departure on appropriate Bureau registers at [redacted]

Memorandum for Mr. Boardman

Sleeping Accommodations

During the course of this test, as in an actual emergency, the third floor will be used for sleeping accommodations. An appropriate temporary partition will be placed across the corridor to separate male and female employees. The third floor will accommodate all personnel who will be used during the course of this test. Room assignments will be made to indicate sleeping accommodations.

Meals

Meals will be served as follows:

Breakfast	*7 a.m. to 9 a.m.*
Lunch	*12 noon to 2 p.m.*
Dinner	*6 p.m. to 8 p.m.*

Communications

All emergency communications installations at [redacted] *will be given a rigid test during the course of this exercise. The first message to all field offices from the relocation site will instruct each office to monitor communication's facilities during normal Seat of Government working hours for next 24 hours. Radio contact will be attempted with all Bureau offices sometime during the course of the test. Our stand-by direct telephone circuits between* [redacted] *and* [redacted] *will be activated. In addition thereto teletype and telephone messages will be directed to and received from twenty of our Bureau offices. A thorough test will be made of all communications links between the Bureau and Departmental relocation sites, as well as between* [redacted] b7E

Field Office Participation

All Bureau field offices will be contacted three times during the test. With the exception of Washington Field Office all contacts will be made at field office headquarters. Washington Field Office will be telephonically contacted at their relocation site [redacted] *Inasmuch as there is a direct line between the two sites no additional expense will be involved for these contacts.*

Memorandum for Mr. Boardman

Availability of Agent Personnel in the Field

Twelve offices in the four time belts across the United States will after normal working hours in each office be instructed to make an actual availability check of all Agents in Headquarters City. Each office will report to the Bureau relocation site the number of Agents in Headquarters City, the time it took to contact 50% of this group and the time it took to contact all Agents in Headquarters City, the time each office attempted to make initial contact with the Bureau relocation site and the number of Agents wherein more than one call was made to make contact.

JEM:mer
(9)

1 - Mr. Nichols
1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Parsons
1 - Mr. Hennrich
1 - Mr. Holloman
1 - Section tickler
1 - Mr. McArdle

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November 23, 1955

66-17-1-1

SECTION I

OVER-ALL GOVERNMENT PLAN

SECTION I

OVER-ALL GOVERNMENT PLAN

The Office of Defense Mobilization by memorandum dated October 14, 1955, to the heads of Executive Departments and Agencies outlined the Fall-Winter 1955-56 relocation test program wherein they pointed out that all departments and agencies that participated in Operation Alert, 1955 (June 15, 16, 17) will conduct individual tests of their own operations at relocation sites sometime between November 15, 1955, and February 15, 1956.

The Office of Defense Mobilization Bulletin points out that the objectives of the test are to determine the mobilization readiness of the agencies and is to be a surprise insofar as the rank and file participants are concerned. The alert and notification procedures are to be tested as well as the procedures for the evacuation of headquarters city. At the relocation site the adequacy of the facilities, availability of records and equipment is to be determined. The number of individuals participating at the relocation site is within the discretion of the head of the agency.

In addition to the foregoing all communications facilities are to be given a thorough test. This Fall-Winter relocation test is to be inspected by a representative of the Office of Defense Mobilization and within two weeks after completion of the test a report is to be submitted to the Director, Office of Defense Mobilization. The test is to consist of at least eight hours of actual operations at the relocation site.

The Attorney General has indicated that a Department-wide relocation test is to be held sometime during the week of December 5, 1955. The Attorney General will announce the alert and in accordance with Office of Defense Mobilization assumptions a simulated bomb will be detonated within two to four hours of the alert.

SECTION II

FBI OVER-ALL PLAN

SECTION II

FBI OVER-ALL PLAN

The over-all plan of the FBI for the Fall-Winter relocation test encompasses communications test problems involving the essential wartime functions of the FBI, particularly as to those problems relating to the detention of Security Index subjects and the taking into protective custody of diplomatic personnel of enemy nations. No test message planned for this test will in any way indicate that the above programs are being tested. All messages will be innocuous to the greatest extent possible.

This test will begin with the simulation of an alert message to the Director from the Attorney General. Available information reflects that the alert will probably be sounded in mid-afternoon. Upon receipt of the alert those employees scheduled to participate in the test will proceed to the relocation site where they will complete the day, remain overnight, and take up relocation duties the following day. The Director upon receipt of the alert may wish to advise Mr. Belmont, who will immediately advise Mr. Tolson, Mr. Boardman, Mr. Hennrich and set in motion the over-all Bureau alerting procedure.

Inasmuch as the alert message in this instance will emanate from the Department, the Bureau, according to John Airhart, Relocation Coordinator of the Department, will not be held responsible for the notification of the Attorney General or representatives of the Department. A Bureau representative, however, will proceed to the Attorney General's office and from there accompany him to his motor vehicle which he will use to reach the Department relocation site at [redacted] b7E The Bureau representative will, thereafter, return to his normal duties. In an actual emergency the Bureau has the responsibility of relocating the Attorney General to his desired destination.

We do not anticipate representatives from any other Government agencies except the inspector to be assigned by the Office of Defense Mobilization. Under actual wartime conditions the Department of State will send to the Bureau headquarters or relocation site, which ever the case may be, two men who have previously received [redacted] clearance after FBI investigation. These individuals will answer policy problems affecting Department of State which might arise in the field during the taking into protective custody enemy diplomats and their dependents. No such policy problems will arise or be simulated in the b7E current test so there would be no reason for these representatives to seek out the Bureau's relocation site.

We have no knowledge that any agencies outside Department of Justice will be carrying on a relocation test at the exact time the Fall-Winter test is being planned by the Attorney General; therefore, there will be no problems presented by outside agencies. The Department has recently received four [redacted] To insure a secure communications system between the Bureau and Departmental relocation site the Bureau has made available to the Department special [redacted] to be used in connection with [redacted] This will insure that no other agency within the Government can decode any message sent between the Department and Bureau relocation sites.

The Department plans a two phase test:

(1) Communications

(A) Place communications personnel in the Department crytographic room in Justice Building, and additional communications personnel at the Department relocation site, and request the FBI to similarly activate communications at their site.

(B) Test all forms of communications with emphasis upon the use of mechanical cryptographic equipment. To this end problems have been set up in advance. The Department has not made known to

the Bureau the nature of these problems, but John Airhart, Department Relocation Coordinator, has orally advised that all communications facilities between the Department and Bureau relocation sites will be tested. The Bureau will of course handle those messages sent by the Department.

(C) Communications with Department field offices will be held to a minimum.

(2) Other than communications

(A) Have each Division and Bureau designate not more than two or three key personnel to spend the test period participating in a briefing session on the portfolio. The briefing to be conducted by the Office of Legal Counsel.

Assistant Director Belmont, Domestic Intelligence Division, and Liaison Agent Jerome J. Daunt, will represent the Bureau at the Department relocation site during this test. Assistant Director Belmont will represent the Bureau in the discussion of the Attorney General's Portfolio. Mr. Daunt will act in a liaison capacity between the Bureau, the Department and Immigration and Naturalization Service.

The number of participating Bureau personnel is set out under section entitled "Personnel to be Evacuated."

Efforts are being made to have Mr. William Boleyn, an employee of the Bureau of the Budget, who handles Department of Justice and FBI accounts at that Bureau to represent the Office of Defense Mobilization as their official inspector at the FBI relocation site during this test. Mr. Boleyn represented the Office of Defense Mobilization with the Bureau during Operation Alert 1955.

SECTION III

PHYSICAL FACILITIES AT [redacted] b7E

SECTION III

PHYSICAL FACILITIES AT [redacted] b7E

1. Administrative Duties and Responsibilities at the [redacted]

[redacted] will be in charge of [redacted] He will be assisted by the firearms instructors. No representatives of the Training and Inspection Division will be in attendance. [redacted] upon notification that the test is to take place, will prepare [redacted] for emergency occupation.

2. Security Procedures.

A. Guard Force

The firearms instructors will operate as guards on a 24-hour basis. [redacted] will establish a schedule to insure complete and thorough coverage of the building during the period of the test. It will be the responsibility of the guard force to:

1. Challenge all persons entering the building at the main entrance. It being pointed out that all doors to [redacted] will be locked at all times with the exception of the main entrance. The main entrance will be locked between 6:00 PM and 8:00 AM.

2. One man will be stationed in the basement corridor during the hours 8:00 AM to 8:00 PM.

3. One man will be stationed on the first floor north entrance between 8:00 AM and 8:00 PM.

4. During the hours 8:00 PM to 8:00 AM one man will be stationed at the main entrance to the building and a second man will patrol the basement, first and second floor areas.

B. Bureau Personnel

On arrival all Bureau employees will be required to identify themselves and record their name, date and time of arrival on an official Bureau register. They

will also record date and time of departure.

C. Visitors

All visitors must enter through the main entrance of the building where they will be challenged by a member of the guard force. Those having business dealing with [redacted] operations will be referred to [redacted] who will be located in the Chief Clerk's office. All visitors arriving in connection with this test operation will be seated in the lobby of [redacted] and a messenger dispatched to the person whom they ask to see.

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b7C
b7E

3. Office Space and Equipment

A. Office Space

The Director will use the office of the SAC. Mr. Tolson and Mrs. Skillman will use the Counselor's room. Mr. Holloman and staff, Mr. DeLoach and [redacted] will be in classroom number one. The Domestic Intelligence Division staff will be in classroom number two. Mr. Mohr and the inspector will occupy room 202. Mr. Parsons and the Laboratory staff will occupy room 203. Mr. Medler and the Records Section staff will be in the gymnasium and Communications personnel will be in the switchboard, teletype, radio and code rooms.

B. Office Equipment

Desks and tables, chairs and office supplies and equipment, with the exception of file cabinets, will be available for all participating personnel. Pending work at the end of the day will be left in work boxes on the top of desks and tables. The 24-hour guard service plus the fact that all doors to the Academy will be locked after 6:00 PM preclude the necessity for having file cabinets for night storage of work.

4. Sleeping Accommodations

The Director will use the bedroom located next to the SAC's office. Mr. Tolson will use the bed which

will be set up in the Counselor's office, wherein he will also occupy office space. All other participants will occupy third floor bedrooms with an appropriate temporary partition placed across the corridor to separate the male and female participants. All bathroom facilities will be clearly marked.

5. Communications

The telephone hand sets will be installed in all office space. The switchboard and teletype rooms as well as the radio and code rooms will be placed in readiness by the [redacted] staff upon receipt of notification of the test.

6. Other Equipment

A. First Aid

Ample supply available in first aid room located[b7E] in basement.

B. Gas Masks

There are 115 new gas masks available in the [redacted] for use in an emergency.

C. Radiac Testing Devices

These devices are available in the emergency cabinet in the gun vault. They are used for testing presence of radioactive particles. Firearms instructors are qualified to operate these devices.

7. Meals will be served as follows:

Breakfast	7:00 AM to 9:00 AM
Lunch	12:00 Noon to 2:00 PM
Dinner	6:00 PM to 8:00 PM

Employees may enter the diningroom at their convenience commensurate with their assignments during these hours.

Inasmuch as all employees participating in this test will be entitled to per diem, the cost of their meals will be as follows:

Breakfast	*$1.10*
Lunch	*$1.35*
Dinner	*$1.35*

All employees will pay for each meal as they enter the dining room. Menus being prepared and will be submitted separately.

8.

A telephone system similar to that now in use by the Director will have been installed and tested prior to the Fall-Winter test. In addition thereto a buzzer system for the convenience of the Director has been installed. For purposes of this test this system will operate from the Director's desk to the desks of Mr. Holloman, Mr. Anthony, and [redacted] b6 b7C

9.

In the event the Attorney General visits the Academy during this test, office space will be in readiness for him in the Counselor's room located on the first floor in the north end of the building. This space will also contain sleeping quarters. If the Attorney General does not arrive this space will be used as office and sleeping accommodations for Mr. Tolson and office accommodations for Mrs. Skillman.

SECTION IV

NOTIFICATION PROCEDURES

SECTION IV

NOTIFICATION PROCEDURES

Assistant Director Belmont will, after having been notified by the Director or the Attorney General, or someone acting for him, will put the previously outlined alerting procedures into operation. We do not propose to notify the Attorney General and the Department Chain of Command as we would normally do in an alert. This is in accordance with the oral instructions of John Airhart, Department Relocation Coordinator, on October 21, 1955. The following is the standard notification procedure upon receipt of the alert: * b6 b7C b7E

[redacted]

* *All reference to notification of Department personnel has been deleted here.*

As the chain of notification is completed those scheduled for relocation will leave their desks and proceed to the corridor outside room 1541 where they will que up and be checked off. Those Agents who will conduct the "check off" will have previously prepared a master alphabetical list of all employees and officials who are scheduled for relocation under an actual emergency. This list includes insofar as possible alternates for the 184 individuals having essential wartime functions. As these individuals are checked off they will be advised to do one of the following two things. Report back to their desk and continue normal assignment or go into the courtyard where they will be assigned transportation. In the latter group there will be those chosen to go to the relocation site to participate in this test exercise. All employees designated to participate will be told to report to transportation. Certain Bureau officials who will take part in this exercise have their personally-owned automobiles in the basement of the Justice Building and may elect to drive them in lieu of Bureau transportation. A specific determination in each case will be made prior to the date of the test. All personnel going to the relocation site will identify themselves to the driver of the car prior to entering same for the trip to [redacted]. After the vehicles arrive at [redacted] all personnel, exclusive of the drivers, will disembark at the front entrance of [redacted] The driver of the car or bus will take the vehicle around to the back of the building or other place designated by [redacted] as a parking area.

b7E

SECTION V

PERSONNEL TO BE EVACUATED

SECTION V

PERSONNEL TO BE EVACUATED

	Agents and Above	Clerks
Director's Office	3	2
Tolson's Office	1	1
Identification Division	0	0
Training and Inspection	0	0
Administrative	1	0
Records and Communications	2	21
Domestic Intelligence Division	7	5
Investigative Division	0	0
Laboratory Division	5	1
Total	19	30

Twenty of the clerks are females.

The details of the assignments are as follows:

Director's Office

[redacted] - will screen all mail sent to the Director and perform other assignments as indicated by the Director.

b6
b7C

[redacted] - stenographer - will handle the Director's dictation.

[redacted] - telephone room employee - will handle all telephone calls to and from the Director at the relocation site.

Mr. James Crawford - will act as the Director's chauffeur and perform such other duties as the Director desires.

Mr. Tolson's Office

[redacted] *- will screen all mail coming to Mr. Tolson and perform other necessary clerical functions.*

Administrative Division

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b7C
b7E

Assistant Director Mohr will take care of the inspector to be designated by the Office of Defense Mobilization (ODM) (efforts are being made to have ODM designate Mr. William Boleyn, Bureau of the Budget, who accompanied the Bureau during the June test). Mr. Mohr will endeavor to have the inspector submit a proper report to ODM. Mr. Mohr will take to [redacted] *with him sufficient work to insure that he will be kept busy during the period. In addition Inspector Callahan will send to* [redacted] *current mail which Mr. Mohr should see in the normal functioning of his division.*

Records and Communications

Inspector DeLoach will have over-all responsibility for the efficiency of the operations and functions of this division at the relocation site.

[redacted] *will perform secretarial work for Mr. DeLoach and other secretarial duties for the division.*

Mr. O. G. Medler will be responsible for all problems involving Records Section including messenger service.

Mr. Ralph Kelly and Mr. Gerald Perry will be messengers during the 2-day test period.

[redacted] - will handle classifying and searching matters for Records personnel.

Mr. L. E. Wherry, Jr., Chief of Communications, and Mr. Alvin C. Frank, together with the following individuals will handle all communications to and from the relocation site during the test period:

Switchboard:

Teletype:

Code Room:

Radio:

[redacted]

b6
b7C

Domestic Intelligence Division

Inspector Hennrich will be responsible for Domestic Intelligence Division personnel and will have over-all responsibility for the coordination of this Fall-Winter relocation test.

[redacted] is secretary for Mr. Hennrich.

[redacted] - will handle secretarial duties for Domestic Intelligence Division on latehour shift as needed.

Mr. F. J. Baumgardner, Section Chief, Internal Security Section, - will be responsible for all exercise tests relating to the Internal Security Section and will assist in making phone calls to various offices in connection with other tests.

Mr. J. F. Bland, Section Chief, Subversive Control,- will be responsible for the over-all operation and coordination of problems dealing with the Security Index and the Emergency Detention Program.

Mr. R. R. Roach, Section Chief, Liaison Section,- will be responsible for problems involving the Liaison Section and assist in handling of telephone calls in connection with other problems.

Special Agent Lish Whitson, Espionage Section,- will handle test problems relating to the program calling for the apprehension of diplomats of enemy nations, and render such assistance as is necessary in other communications problems.

Special Agent P. L. Cox, Subversive Control Section,- will assist in handling of problems dealing with the Emergency Detention Program and in the handling of other problems as necessary.

Special Agent J. E. McArdle - will be responsible for coordination of operations of Bureau war plans.

Stenographers [redacted] b6 b7C *and* [redacted] *- will perform stenographic and clerical duties as they relate to this relocation site.*

Laboratory Division

Assistant Director D. J. Parsons - will supervise over-all operations of Laboratory personnel and problems. He will also be responsible for coordination of Laboratory matters with problems involving other divisions. He will take with him paper work for attention when not engaged on war plans problems.

Special Agent Richard L. Millen - primarily responsible for maintenance and continuing readiness of radio communications facilities and related problems. Mr. Millen will take with him certain radio development and maintenance problems for attention when not actively engaged on war plans problems.

Special Agent Churchill F. Downing - primarily responsible for maintenance and readiness of cryptographic equipment and related problems. Mr. Downing will take with him sufficient cryptographic work for attention when he is not actively engaged on war plans problems.

Special Agent John M. Matter - primarily responsible for maintenance and readiness of telephone communications equipment and related problems. He will take with him maintenance work on sound equipment for attention when not actively engaged in war plans problems.

Special Agent [redacted] L. Davy - primarily responsible for maintenance and continuing readiness of radio facilities. He will take with him radio maintenance problems for attention when not engaged in war plans problems.

Secretary [redacted] - primarily responsible for stenographic and clerical duties involved in handling of Laboratory problems. She will take with her sufficient typing and clerical work for attention when not engaged on war plans matters.

All personnel taking part in this relocation test will be at the relocation site for the duration thereof.

b6
b7C
b7E

In addition to the Bureau personnel at the FBI relocation site, Assistant Director Belmont and Liaison Agent Jerome J. Daunt will be at the Department relocation site, [redacted]

SECTION VI

FIELD OFFICE PARTICIPATION

SECTION VI

FIELD OFFICE PARTICIPATION

All Bureau field offices will be contacted in connection with this exercise. With the exception of the Washington Field Office, all offices will be contacted at field office headquarters. Washington Field will be contacted at their relocation site.

[redacted] b7E

SECTION VII

PROBLEMS TO BE WORKED DURING FALL-WINTER RELOCATION TEST

SECTION VII

PROBLEMS TO BE WORKED DURING FALL-WINTER RELOCATION TEST

Inasmuch as we do not know the specific time at which we will arrive at the relocation site, there is no time specified during which the following problems will be worked. These problems are set up to follow what is believed to be a chronological order. However, many of them can be changed in sequence while others can be directed to several different offices should time permit.

The problems are set up as follows:

Problem No._____

Immediately upon arrival at the relocation site Mr. Hennrich will place a call to Mr. Belmont or Mr. Daunt at the Department relocation site and advise either of them of the exact time the FBI relocation site became operational. Thereafter, he will request that authority be sought from the Attorney General to institute the emergency programs (emergency detention program and program for detention of diplomats of enemy nations).

In this connection a code to be used between Mr. Belmont or Mr. Daunt and Mr. Hennrich has been established as follows:

(1) aliens and citizens

(2) Prodip (detention of Diplomats of enemy nations)

(3) citizens only

(4) aliens only

Thus, it will be seen that by a response from Mr. Belmont or Mr. Daunt using one of the above numerical terms will indicate to Mr. Hennrich how we are to proceed with the emergency programs.

Action

Mr. Hennrich will prepare a memorandum advising the Director when he has placed the call to Mr. Belmont or Mr. Daunt at the Department and will subsequently advise the Director as to the response received from Bureau representatives at the Department relocation site.

Problem No. ___

Mr. Hennrich will submit a message to the communications center at High Point advising the occupants thereof that the FBI relocation site has been activated for the Fall-Winter test.

Message to be Sent

UNCAP NO.____. FBI STAFF ACTIVATED EMERGENCY RELOCATION SITE FOR FALL-WINTER RELOCATION TEST _____P.M. TODAY.

HOOVER

This message will be sent by micro-wave teletype if possible, if not, by such land line communications as are available.

Action

Following completion of this message Mr. Hennrich will prepare a memorandum advising the Director that the [redacted] *has been advised of the Bureau's participation in the Fall-Winter relocation test.* b7E

Problem No.____

This problem will simulate a request through Bureau Liaison representative M. W. Kuhrtz, the designated Liaison representative for the Department of State from the Bureau, to check with State regarding the institution

of the program for the detention of enemy nations. This message will be accomplished by a telephone call from Mr. Roach to Mr. Kuhrtz at the Seat of Government.

Message to be Sent

UNCAP NO.____. THIS IS A SIMULATED COMMUNICATION REQUESTING STATUS OF PROGRAM.

Action

Upon completion of this test problem Mr. Roach will prepare a memorandum for the Director's information recording the results of the test.

Problem No.____

Mr. Bland will prepare and correlate a message to all field offices simulating instructions to all offices to stand by to put the Detcom program (emergency detention program) into operation.

Message to be Sent

UNCAP NO.____. THIS IS A TEST MESSAGE. NO REPLY NECESSARY. ALL OFFICES WILL MONITOR ALL COMMUNICATIONS FACILITIES AND BE OPERATIONAL DURING NORMAL SEAT OF GOVERNMENT WORKING HOURS FOR THE NEXT 24 HOURS.

This message will be sent as follows:

Telephone	Radio	Teletype
WFO(At Shepherdstown)	Cincinnati	Albuquerque
Baltimore	Honolulu	Atlanta
New York(Direct line)	Portland	Butte
Newark (Direct line)	Dallas	Chicago
Pittsburgh	Anchorage	Detroit
Cleveland	Denver	El Paso
Indianapolis	San Juan	Houston
Albany	San Antonio	Kansas City
Buffalo	Salt Lake City	Little Rock

Telephone	Radio	Teletype
Boston	San Diego	Los Angeles
New Haven		Memphis
Philadelphia		Miami
Richmond		Milwaukee
Norfolk		Minneapolis
Charlotte		Mobile
Knoxville		New Orleans
Birmingham		Oklahoma City
Louisville		Omaha
		Phoenix
		St. Louis
		San Francisco
		Savannah
		Seattle
		Springfield

Action

Mr. Cox will telephonically contact 6 offices (Washington Field through Cleveland.) Mr. Baumgardner will telephonically contact Indianapolis through Philadelphia and Mr. Bland will telephonically contact Richmond through Louisville as well as correlate the over-all problem and advise the Director when it has been completed by an appropriate memorandum.

Problem No.___

Mr. Baumgardner will coordinate a test problem whereby the Indianapolis office will be contacted in regard to a simulated sabotage matter at Whiting, Indiana, where the Standard Oil Company refinery has reportedly been sabotaged.

The Indianapolis office will be contacted telephonically and instructed to contact the Resident Agent covering Whiting, Indiana, and thereafter advise the Bureau by teletype upon the completion of this problem including the length of time required to contact the appropriate Resident Agent.

This will provide a test of communications and the alertness of the Indianapolis office regarding the proper individual to contact under such a situation.

Message to be Sent

To SAC Indianapolis

UNCAP NO.____. THIS IS A TEST MESSAGE. CONTACT THE RESIDENT AGENT COVERING WHITING, INDIANA, AND SUBMIT A TELETYPE TO BUREAU RELOCATION SITE ADVISING WHEN YOU RECEIVED THIS MESSAGE, THE TIME YOU FIRST PLACED CALL TO PROPER RESIDENT AGENT AND WHEN CONTACT WAS MADE.

Action

Mr. Baumgardner will prepare a memorandum for the Director setting forth the results of this problem.

* * * *

It is anticipated that at this point the normal working day will have been completed and even though the Department has authorized institution of any or all of the parts of the emergency detention programs (Prodip and Detcom) the field offices will not be instructed in accordance therewith at this time. It is believed that by carrying these tests over to the following day that a better and more thorough communications test can be had.

Beginning at approximately 7:30 p.m., however, we will request 12 offices in the four time zones across the continental United States to carry out an actual availability test of the Agents in headquarters city.

* * * *

Problem No.___

The following teletype will be dispatched to each of the offices listed below:

Message to be Sent

UNCAP NO.____. YOU ARE TO CONDUCT AN ACTUAL AVAILABILITY CHECK OF ALL AGENTS IN HEADQUARTERS CITY AND THEREAFTER REPORT TO THE BUREAU RELOCATION SITE BY TELETYPE THE FOLLOWING ITEMS: (1) TIME THE FIELD OFFICE RECEIVED THE MESSAGE FROM BUREAU RELOCATION SITE. (2) THE NUMBER OF AGENTS IN HEADQUARTERS CITY AND TIME REQUIRED TO CONTACT 50 PER CENT OF THEM. (3) TIME REQUIRED TO CONTACT ALL AGENTS IN HEADQUARTERS CITY. (4) NUMBER OF AGENTS REQUIRING MORE THAN ONE CALL TO CONTACT. (5) TIME FIRST ATTEMPT TO CONTACT BUREAU RELOCATION SITE WAS MADE.

Action

At 7:30 p.m. Mr. Roach will dispatch the above message to the Boston, Newark, and Philadelphia offices. Following replies from these offices he will prepare appropriate memorandum for the Director's information.

At 8:30 p.m. Mr. Whitson will dispatch the above message to the Springfield, St. Louis, and Detroit offices. Following receipt of replies from the offices he will prepare appropriate memorandum for the Director's information.

At 9:30 p.m. Mr. Cox will dispatch the above message to the Denver, Butte, and Phoenix offices. Upon receipt of replies from these offices he will prepare appropriate memorandum for the Director's information.

At 10:30 p.m. Mr. McArdle will dispatch the above message to the San Francisco, San Diego, and Seattle offices. Following receipt of replies from these offices he will prepare appropriate memorandum for the Director's information.

From the foregoing it will be noted that all availability tests will start shortly after 7:30 p.m. local field office time.

Problem No. ___

Mr. Millen of the Laboratory will request the Baltimore office by teletype to operate its [redacted] radio station on emergency power for 30 minutes and report the results to the Bureau relocation site.

Message to be Sent b7E

To SAC, Baltimore

UNCAP NO.___. YOU WILL IMMEDIATELY OPERATE YOUR [redacted] RADIO STATION ON EMERGENCY POWER FOR A PERIOD OF 30 MINUTES AND REPORT THE RESULTS THEREOF TO BUREAU RELOCATION SITE.

Action

Upon completion of this message Mr. Millen will prepare a memorandum for the Director's information setting forth the results of this program. This problem can be extended to include other offices if additional communications problems are needed. The following offices are suggested: Milwaukee, Omaha, Cleveland and Charlotte.

Problem No.___

This problem will be carried out after we have received authority from the Attorney General to place the emergency detention programs into operation. Mr. Bland will prepare and correlate a message to all field offices simulating instructions to start the emergency detention program.

Message to be Sent

UNCAP NO.____. THIS IS A TEST OF COMMUNICATIONS UNDER EMERGENCY CONDITIONS. YOU SHOULD CONTACT BUREAU RELOCATION SITE WITHIN 2 HOURS BY (TELEPHONE, TELETYPE, OR RADIO) AND INDICATE THE AMOUNT OF TIME REQUIRED TO ACTUALLY MAKE CONTACT BY THE FOLLOWING MESSAGE:

UNCAP RE TEST MESSAGE NO.____. _____ OFFICE RECEIVED MESSAGE AT _____(A.M.-P.M.). FIRST ATTEMPTED CONTACT WITH BUREAU RELOCATION SITE _____(A.M-P.M.).

Action

Contact will be made in accordance with the following methods of communication:

Telephone	*Radio*	*Teletype*
Atlanta	*Baltimore*	*Albuquerque*
Cincinnati	*Pittsburgh*	*Butte*
WFO (At Shepherdstown)	*Cleveland*	*Los Angeles*
New York (Direct line)	*Indianapolis*	*Phoenix*
Newark (Direct line)	*El Paso*	*San Francisco*
Savannah	*Houston*	*Seattle*
Springfield	*Oklahoma City*	*Albany*
Chicago	*Little Rock*	*Buffalo*
Detroit	*Miami*	*Boston*
Memphis	*San Juan*	*New Haven*
Mobile	*Milwaukee*	*Philadelphia*
New Orleans	*Minneapolis*	*Portland*
Kansas City	*San Diego*	*Norfolk*
Omaha	*Anchorage*	*Charlotte*
Richmond	*Honolulu*	*Knoxville*
St. Louis		*Birmingham*
		Louisville
		Dallas
		Denver
		San Antonio
		Salt Lake City

Mr. Whitson will telephonically contact Atlanta through Savannah. Mr. Cox will telephonically contact Springfield through New Orleans and Mr. Bland will telephonically contact Kansas City through St. Louis and correlate the over-all test. Upon the completion of this he will prepare a memorandum setting forth the results thereof for the Director's information.

Problem No.____

This problem simulates notification to Washington Field and New York offices to start taking enemy diplomats into protective custody and for Washington Field to notify Baltimore to institute appropriate action in their area and New York to notify Philadelphia to prepare for the detention of enemy diplomats in the Philadelphia area.

Messages to be Sent

To Washington Field Office by telephone

UNCAP NO.___. THIS IS A TEST MESSAGE. NOTIFY BALTIMORE OFFICE IMMEDIATELY BY TELETYPE TO SEND FOLLOWING MESSAGE TO BUREAU RELOCATION SITE VIA BUREAU RADIO CONTROL STATION WITHIN THE HOUR.

UNCAP NO.___. INSTRUCTIONS RECEIVED FROM WASHINGTON FIELD AT _____ TIME. CHESAPEAKE AREA CLEAR.

The telephone message to New York will be as follows:

UNCAP NO.___. THIS IS A TEST MESSAGE. NOTIFY PHILADELPHIA IMMEDIATELY TO SEND FOLLOWING MESSAGE WITHIN THE HOUR TO BUREAU RELOCATION SITE VIA BUREAU RADIO CONTROL STATION.

UNCAP NO.___. RECEIVED MESSAGE FROM NEW YORK AT _____ TIME. POCONOS CLEAR.

Action

Upon receipt of the messages from the Baltimore and Philadelphia offices, Mr. Whitson will prepare memorandum setting forth the results of this test for the Director's information.

Problem No.___

Mr. Matter of the Laboratory will request the Baltimore office by teletype to set up a radio activity detection meter and report the readings by teletype to the Bureau relocation site.

Message to be Sent

To SAC, Baltimore

UNCAP NO.___. UPON RECEIPT OF THIS MESSAGE YOU WILL SET UP A RADIO ACTIVITY DETECTION METER AND SUBMIT

THE READINGS THEREON BY TELETYPE TO THE BUREAU RELOCATION SITE.

Action

Upon completion of this test message Mr. Matter will prepare a memorandum reflecting the results thereof for the Director's information.

This problem can be extended to include other offices if additional problems are necessary. The Mobile and San Antonio offices are suggested.

Problem No. ___

Mr. Baumgardner will correlate a communications test problem between the Bureau relocation site and several field offices to simulate the problem of requesting from the field the names of security informants agreeable to apprehension under the emergency detention program. Upon receipt of the reply from the field offices involved the results will be furnished to the Subversive Control Section in order that the apprehension of these unnamed informants can be correlated with the apprehension of Security Index subjects.

Message to be sent:

To SACS, New York, Denver and Los Angeles
Via Radiogram

UNCAP NO. ___. THIS IS A TEST MESSAGE TO SIMULATE ESTABLISHING COMMUNICATION WITH BUREAU FIELD OFFICES IN AN EMERGENCY. ACKNOWLEDGE WITHIN THE HOUR SETTING FORTH TIME YOU RECEIVED THIS MESSAGE AND TIME OF FIRST ATTEMPTED CONTACT WITH BUREAU CONTROL STATION.

Action:

Upon completion of this communication test problem Mr. Baumgardner will prepare a memorandum for the Director advising that above problem has been completed and advising of pertinent results thereof.

Problem No. ___

At 12:45 PM Eastern Standard Time we will make what is known as an all field division radio broadcast to all offices except Albuquerque, Anchorage, Butte, Denver, El Paso, Honolulu, Los Angeles, Phoenix, Portland, Salt Lake City, San Antonio, San Francisco and Seattle.

Message to be sent:

UNCAP NO. ___. THIS IS A COMMUNICATIONS TEST. THE BUREAU DESIRES TO KNOW HOW LONG IT TAKES TO CONTACT ALL OFFICES BY RADIO. ACKNOWLEDGE ON CONTACT.

Action:

Upon completion of this test an appropriate memorandum will be prepared by Mr. Roach setting forth the pertinent results for the Director's information.

The foregoing message will be repeated so as to make it available to the San Diego Office not later than 3:30 PM Eastern Standard Time. San Diego will in turn relay the message to those offices listed above at 3:45 PM when the all field division radio broadcast will be made for the West Coast offices. Mr. Roach will correlate this project.

In addition to the communications test problems set forth above the Laboratory will carry out the following tests at the Bureau relocation site:

Problem 1 - A radioactivity detection meter will be set up on the [redacted] *premises and a periodic reading of radioactivity will be logged in order to provide warning of possible simulated radioactive hazards due to atomic bombing of adjacent areas and resulting "fall out" of radioactive matter. Agent Matter will be responsible for the supervision and carrying out of this problem.* b7E

Problem 2 - Place in readiness the auxiliary radio station currently contained [redacted] *in order that such station may be available to supplement existing communications facilities at* [redacted] *if needed. Messrs. Millen and Davy will be responsible for the supervision and carrying out of this problem.*

Problem 3 - Supervise and insure proper operation of Bureau radio communications facilities. Mr. Millen will be responsible for this over-all problem.

Problem 4 - Supervise and insure proper operation of Bureau cryptographic facilities. Mr. Downing will handle.

Problem 5 - Supervise and insure proper operation of Bureau wire communications. Messrs. Matter and Davy will handle.

Upon completion of each of these problems the personnel listed above as being responsible for their correlation will prepare appropriate memoranda for the Director's information.

The following communications problems can and will be used if time permits:

Problem No. ___

This problem simulates notification to a field office that information has been received from [redacted] b7E [redacted] *The communication will simulate instruction to field offices to search shore area where agents landed, make appropriate investigation, and notify surrounding offices.*

Message to be sent:

To SAC, New Orleans

UNCAP NO. ___. THIS IS A TEST MESSAGE.NOTIFY HOUSTON, MOBILE AND BIRMINGHAM OFFICES BY (TELEPHONE OR TELETYPE) AND INSTRUCT THEM TO TRANSMIT WITHIN THE HOUR VIA RADIO TO BUREAU CONTROL STATION THE FOLLOWING MESSAGE: 'UNCAP NO. ___. MESSAGE RECEIVED FROM NEW ORLEANS OFFICE AT ____ (TIME).'

Action:

After receipt of the three radiograms from Houston, Mobile and Birmingham Mr. Whitson will prepare a memorandum setting forth completion of this problem.

This is another of those messages which can be repeated to several offices if necessary. The following offices are suggested: San Francisco for relay to Los Angeles, Portland and Seattle. New York for relay to Newark, New Haven and Boston. Charlotte for relay to Atlanta, Savannah and Miami.

Problem No. ___

Mr. Bland will prepare a message to be dispatched by radio or teletype to the Albany Office which will

simulate instruction to arrest John Brown, a Security Index subject.

Message to be sent:

UNCAP NO. __. THIS IS A TEST OF COMMUNICATIONS UNDER EMERGENCY CONDITIONS. SUBMIT REPLY BY RADIO OR TELETYPE WITHIN THE HOUR ADVISING TIME FIRST ATTEMPT TO RECONTACT BUREAU RELOCATION SITE WAS MADE.

Action:

Upon receipt of reply Mr. Bland will remove the dummy Security Index card previously placed in the Security Index on John Brown, place it in the file drawer marked apprehended Security Index subjects, and prepare an appropriate memorandum setting forth the results of this test for the Director's information.

This message using different offices and a separate name for the ficticious Security Index subject could be repeated to several Bureau offices, time permitting.

SECTION VIII

COMMUNICATIONS

SECTION VIII

COMMUNICATIONS

b7E

Telephone

The FBI relocation site at [redacted] has been equipped with a telephone communications system. Trunk lines leading into [redacted] terminate in a two-position manual switchboard with sixty extensions. These extensions terminate in telephone jacks located in all rooms now allocated to office space. The telephone instruments are stored in [redacted] and [redacted] advises they will be connected to the extensions leading from the switchboard on the day of the test.

Leading to the above switchboard are the following telephone trunks:

1 local trunk - telephone number [redacted]
5 trunks to [redacted] terminating in the [redacted] telephone exchange - telephone numbers [redacted] through [redacted]
5 long-distance trunks to [redacted] long distance trunks 26 through 24.
1 leased telephone circuit from the Bureau's main switchboard in the Justice Building.
1 stand-by telephone circuit connecting our [redacted] switchboard into our [redacted] leased telephone circuit on a stand-by unactivated basis as follows:
An inter-change channel paid for on a full-time basis from [redacted] to [redacted] then on stand-by basis (no cost for stand-by reserve status) to [redacted] to [redacted] to [redacted] to [redacted] to [redacted] where it ties into our [redacted] leased telephone circuits.
1 stand-by telephone circuit - connecting our [redacted] switchboard to [redacted]

b7E

The stand-by circuits from [redacted] and from [redacted] will be activated by Inspector McGuire in Mr. Nichols' office in accordance with a previous arrangement which Mr. McGuire has worked out with the telephone company. These circuits will be placed in operation on the day of the test and remain active for the entire period.

Teletype

There are three TWX teletype circuits on the [redacted] teletype exchange terminating at teletype machines in the [redacted] They are [redacted]

There is also one leased teletype circuit from the Bureau's main Teletype Room to [redacted] maintained on a full-time basis ready for immediate use at any time.

There is one teletype circuit to [redacted] on the microwave system.

Radio

There is a 450 watt field office type [redacted] (code) radio station installed and ready for immediate action at [redacted] This radio station is not large enough to contact all Bureau offices under any atmospheric conditions; therefore, radio messages emanating from [redacted] will be relayed to the Bureau radio stations now at [redacted] for transmission to the appropriate field offices. The call sign for the radio station at [redacted] is [redacted] The Department of Justice has been advised of the manner in which radio contact should be made with the FBI at our relocation site during this test. All such contacts will be made through the Bureau's central radio stations at [redacted]

The FBI microwave station connecting [redacted] to the communications center at [redacted] has been completed and will be tested during the course of this operation.

There is one 50 watt FM (automobile type) radio at [redacted] This radio station is so designed that it can make contact with Washington Field Office as well as service to radio cars now assigned to [redacted] The call sign of this FM station is [redacted]

b7E

Cryptographic Materials and Equipment

There are [redacted] *coding machines complete with Rotors, Key lists, operation and routine maintenance manuals now at* [redacted] *Each field office and foreign liaison installation has been instructed to set aside one specific enciphering and one specific deciphering pad for communications with the Bureau at its relocation site. Comparable pads have been set aside by the Bureau at the relocation site. In addition, there are code books of various kinds, copies of the Bureau standard emergency telephone code (domestic) and copies of the modified emergency telephone code (for use by personnel on foreign assignment) as well as two copies of each hand system (personal code) given to Special Agents on foreign assignment. A common written cryptographic system* [redacted] *will be used between the FBI relocation site and the relocation site of the Department.*

A copy of the communications manual "CAPCOMM" issued by the Office of Defense Mobilization contains the instructions for the manner in which contacts with other agencies in the Government are to be made during test operations and in an actual relocation. For purposes of this test all intra-Bureau communications will be dispatched between [redacted] *and the Bureau field office at headquarters city with the exception of Washington Field Office. The SAC at Washington Field Office will be alerted at the same time other Bureau officials are alerted in connection with this test. By memorandum November 18, 1955, SAC Washington Field Office was advised that during the Fall-Winter test to take place sometime during the week of December 5, 1955, the direct line from* [redacted] *would be activated and he was expected to have adequate personnel in their relocation site to appropriately represent the office.*

Courier Service

Records and Communications Division will handle courier service between Washington and [redacted] *Each vehicle will be accompanied by an armed Special Agent in addition to the driver.*

b7E

The vehicle going to [redacted] *will be serviced and thereafter returned to Washington. Normal driving time between Washington and* [redacted]

The first courier run will leave Washington one hour after the alert is sounded by the Attorney General and will depart [redacted] *one and one half hours later. A second courier run will leave Washington at 7:00 PM and depart* [redacted] *at 8:30 PM.*

On the second day of the test the following courier service will be instituted:

Leave Washington	*Leave* [redacted]
8:00 AM	*10:00 AM*
11:30 AM	*1:00 PM*
2:30 PM	*4:00 PM*

SECTION IX

OPERATIONS OF THE BUREAU AT WASHINGTON DURING THE PERIOD OF TEST EXERCISES

SECTION IX

OPERATIONS OF THE BUREAU AT WASHINGTON DURING THE PERIOD OF THE TEST EXERCISE

Mr. Nichols will be acting in charge of the Bureau's functions in the absence of the Director during the course of this relocation test. Mr. Boardman will also be in Washington carrying out his normal duties. Miss Gandy will be in charge of the Director's Office. Inspector Nease will be in charge of Mr. Tolson's Office. There follows a list of the Divisions together with the names of the officials who will be acting in charge during the course of this test:

Identification Division - Assistant Director Tamm
Training and Inspection Division - Assistant Director E. D. Mason
Administrative Division - Inspector N. P. Callahan
Records and Communications - Assistant to the Director L. B. Nichols
Domestic Intelligence Division - Inspector J. A. Sizoo
Investigative Division - Assistant Director A. Rosen
Laboratory - SA I. W. Conrad

During the period of the test exercise communications requiring the Director's attention will be forwarded to Quantico in accordance with the previously outlined courier service. Since there will be no mail room operating at [redacted] communications will be returned to Bureau Headquarters for mailing. b7E

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: Dec. 8, 1955

FROM : L. V. Boardman

SUBJECT: OPERATION ALERT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Inspector Hennrich telephoned at 11:55 A.M., December 8, 1955, to advise that our relocation center at [redacted] became operational at 10:34 A.M.; that all participants had arrived by 10:36 A.M. They commenced notification call to [redacted] at 10:35 A.M., and completed the call at 10:45 A.M. They commenced notification call to [redacted] at 10:34 A.M. and completed thatcall at 10:42 A.M.

b7E

They immediately commenced upon their problem pertaining to contact with all field offices and that is well under way. Hennrich stated that everything was going along alright and that they are very busy.

Hennrich further advised that he had received a call from Mr. Belmont, who arrived at [redacted] at 11:47 A.M. and stated that no one in authority had as yet arrived at [redacted] but that he would immediately present the Detcom problem as soon as someone in authority did arrive.

I thought you would be interested in knowing of the above developments.

LVB:WMJ
(4)

cc - Mr. Nichols

EX-122

RECORDED - 72

62-12381-1251

DEC 9 1955

LIAISON

9:28 AM

December 8, 1955

1

MEMORANDUM FOR MR. TOLSON
MR. BOARDMAN
MR. BELMONT
MR. NICHOLS

Deputy Attorney General Rogers called to advise they would start the relocation test now. He indicated he was sorry the plans had been changed so late but when they considered the matter they believed it best to complete the test in one day and not stay overnight. I concurred on this decision and stated we would move right ahead with our plans.

Very truly yours,

/s/ J. Edgar Hoover

John Edgar Hoover
Director

cc-Mr. Holloman

JEH:mcd (7)

EX-122

RECORDED - 72 44-1738?-1252

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

DEC 1 1955

SENT FROM D. O.
TIME 9:42 AM
DATE 12-8-55
BY

F-5 CONTINUED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Candy

TO : MR. MOHR

DATE: 8/29/55

FROM : N. P. Callahan

SUBJECT: BUREAU WAR PLANS - PAYROLL, VOUCHER, AND ACCOUNTING PROCEDURES

Emergency Headquarters For S.O.G.

There is attached a draft of the proposed plan to be followed in the event of an emergency to effect prompt payment of payroll and other expenses. Briefly, it contemplates that the Bureau will not use the plan unless or until such time as communication lines between the Seat of Government and the field break down and we are unable to maintain prompt contact with the field divisions. In the event such condition arises, the plan provides that all field divisions will prepare their own payrolls and process their own vouchers, sending them to the nearest Treasury Regional Disbursing Office to secure payment. The plan has purposely been kept as brief as possible. It is believed that as soon as normal communication lines are reestablished between the Seat of Government and the field, that the operation under this plan will be terminated and we will resume the preparation of payrolls at whatever point the main Bureau is located as well as the processing and payment of all items from that locality.

Bureau War Plans Auxiliary Space For S.O.G.

In order to make sure that this plan may be put into operation at a moments notice, it will be necessary for the Director to delegate authority to the highest ranking surviving official in each field division or at Seat of Government to designate in writing officers or employees to certify vouchers to Treasury Disbursing Offices for payment. This will permit employees to be designated in each field office when the emergency arises who can certify payrolls and vouchers for payment. All points involving the Treasury Department have been discussed informally with contacts in the Office of the Chief Disbursing Officer of the Treasury Department and are consistent with the thinking of that department.

RECOMMENDATIONS:

INDEXED - 36
RECORDED - 36
66-17381-1253
DEC 7 1955

1. - It is recommended that the attached plan be approved for use when and if an emergency occurs. If approved, appropriate instructions will be issued to all employees concerned with same.

Enclosures - 2

WCJ:vlg
(9)

DEC 15 1955

Auxiliary space For S.O.G. Alternate Headquarters For S.O.G.

Bureau War Plans - Auxiliary Space Seat of Government

Part 1-1
Part 3-1
Part 2-1

1 sent 10-24-55

66-17381-

Memorandum to Mr. Mohr

2. - If the above recommendation is approved, it is recommended that the attached letter to all SACs and officials delegating authority for the designation of certifying officers to certify vouchers to the Treasury Department be sent out.

Addendum: 10/20/55

The attached draft of the proposed plan to be followed in the event of an emergency for payment of payroll and other expenses has been reviewed by Mr. Leonard of the Statistical Section who is in charge of payrolls, the Voucher Unit, Budget Unit and Assistant Special Agent in Charge Fletcher of the Washington Field Office. No changes have been suggested. Accordingly, it is believed that the plan should be considered on the basis of the recommendations set forth above.

GKG

Two copies of Plan together with notice of all necessary forms except Time and Attendance cards, forwarded to Field Offices 11/30/55. Time and Attendance Cards to go out week of 12/5/55. -8-

BUREAU WAR PLANS
PAYROLL, VOUCHER, AND
ACCOUNTING PROCEDURES

There will be no change in any of the payroll, voucher or accounting procedures presently in operation until such time that communication lines between the Seat of Government and the field break down in the event of an attack. At that time all field divisions will immediately arrange with the nearest regional disbursing office of the Treasury Department (see list and map attached) to forward all vouchers, including payrolls, to that office for payment. In the event the nearest regional office is in a city rendered inoperable, the field division should first try to reach the regional disbursing office at its emergency contact point indicated on the list. If this is not possible, try to contact the regional disbursing office nearest to the emergency contact point. The Treasury Department has assured that it will be able to handle the work no matter which regional office is finally contacted. Having made contact you should furnish the regional disbursing office the dollar value (estimated) and number of checks required to be issued each month so that it will be able to staff accordingly. As soon as possible arrangements should be completed for the designation and bonding of at least two employees in each field division (more where good judgment indicates necessary in order to handle volume of certifications) to act as "Certifying Officers" so that they will be able to certify vouchers for payment. Complete instructions are contained herein for doing this. Field offices already are familiar with the preparation of vouchers for travel expenses and for articles or services procured (Standard Forms 1012 and 1038). The additional functions it will be necessary to perform are: (1) Prepare payrolls; (2) audit vouchers; (3) retain GAO and FBI copies of all vouchers processed until advised of disposition to be made; and (4) purchase of all items of supplies and equipment. There follows detailed instructions on these subjects:

CERTIFYING OFFICERS

When emergency arises requiring the initiation of payments at the field division level, fill out an original and two copies of form entitled "Schedule of Officers or Employees Authorized to Certify Vouchers for Payment to Disbursing Officer Under the Executive Branch of the Government." (See attached sample.) Names of employees selected should be inserted; amount of bond set should be $5,000. At least two employees in each office should be designated, and more where considered necessary to properly handle the volume of work. Have employees execute surety bonds through local bonding company, and two signature cards. Present original and one copy of the authorization form, the surety bond, and two signature cards to the regional disbursing office

ENCLOSURE
66-1731-1253

with whom contact has been made for paying vouchers. This office has been authorized to accept such documents and, if in order, to immediately begin making payments pursuant to vouchers certified by certifying officers named therein. The third copy of the authorization form should be placed in employees personnel files.

In the event it becomes necessary at any time for any reason to revoke the certifying authorization of an employee, an original and two copies of the form entitled "Revocation of Authority to Certify Vouchers for Payment to Disbursing Officers Under the Executive Branch of the Government" should be filled out, the original and one copy sent to the regional disbursing office handling the payments for your office and the other copy placed in the employee's personnel file. A letter should be sent to the bonding company advising of the revocation of the employee's authority as a certifying officer, giving the effective date.

Following samples are attached:

Authorization form
Surety Bond
Signature Cards
Revocation of Authority

2

SAMPLE

SCHEDULE OF OFFICERS OR EMPLOYEES AUTHORIZED TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE BRANCH OF THE GOVERNMENT

Schedule No. 1

Department, Establishment, or Agency JUSTICE

Pursuant to Public Law No. 389, approved December 29, 1941, the officers or employees mentioned below, are hereby authorized to certify for payment, effective Febryary 28, 1989 vouchers of the classes indicated opposite their names. Bond has been fixed by me in the amount shown.

Name	Vouchers to be certified		Place of Payment	Amount of Bond
	Class	For Bureau or Office		
Otto T. Classes	All	Milwaukee, Wisconsin Field Division of Federal Bureau of Investigation	Chicago, Illinois	$5,000.00

Date: November 28, 1988

Walter T. Goss
Acting Special Agent in Charge,
Milwaukee, Wisconsin Field Division,
Federal Bureau of Investigation

SAMPLE

Form No. 1686
TREASURY DEPARTMENT
BUREAU OF ACCOUNTS
(Revised 4-1-46)

SIGNATURE CARD

Certifying officer under public law No. 389, approved December 29, 1941.

Department, establishment, or agency Justice

Bureau or office Federal Bureau of Investigation

Official signature of officer or employee authorized to certify vouchers for payment Otto T. Classes
(Official signature)

Class of vouchers All

I certify that the above is the official signature of who has been authorized to certify vouchers for payment.

Otto T. Classes
(Full name exactly as it appears at line 1 of bond)

Walter T. Gass

Date January 26, 1988 Title Acting Special Agent in Charge

(Reverse must be completed) 16—12869-2

SAMPLE

(REVERSE SIDE)

Certifying officer's bond reference:

Date of bond November 30, 1988

Surety American States Insurance Company of Lansing, Connecticut

Penalty $5,000.00

Office address of certifying officer:

Street and number 735 U.S.P.O. Customs & Court House Building

City and State Milwaukee, Wisconsin

U. S. GOVERNMENT PRINTING OFFICE 16—12869-1

BOND — CERTIFYING OFFICER

(When Surety is a Corporation)

(Read carefully and follow strictly rules and instructions on reverse side)

KNOW ALL MEN BY THESE PRESENTS:

That we Otto T. Classes (First name) (Middle initial (s)) (Surname), of 12345 Abdec Street (Residence: Number and Street) Podunkville (City) Wisconsin (State), as Principal, and American States Insurance Company of Lansing, Connecticut, a corporation organized under the laws of the State of Connecticut, as Surety, are held and firmly bound unto the United States of America in the penal sum of Five Thousand dollars ($5,000.00), for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Sealed with our seals, and dated this 30th day of November, 19 88. This bond shall be effective February 28, 1989 (Date).

WHEREAS, under the Act of Congress approved December 29, 1941, entitled "An Act to fix the responsibilities of disbursing and certifying officers, and for other purposes," the above-bounden principal has been duly designated and authorized in writing by the head of the Federal Bureau of Investigation Field Division, Milwaukee, Wisconsin (Department, establishment, or agency), to certify vouchers to disbursing officers under the Executive Branch of the Government; and under said Act shall be held responsible for the existence and correctness of the facts recited in the certificates, or otherwise stated on the vouchers or their supporting papers, and for the legality of proposed payments under the appropriations or funds involved; and subject to all provisions of said Act shall be held accountable for and required to make good to the United States the amount of any illegal, improper, or incorrect payment resulting from any false, inaccurate, or misleading certificate made by him, as well as for any payment prohibited by law, or which did not represent a legal obligation under the appropriations or funds involved:

NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, That if the said principal shall well and truly perform and discharge, according to the laws of the United States and rules, regulations and instructions now or hereafter enacted, prescribed or issued, the duties imposed upon him in connection with the certification of vouchers to such disbursing officers, and shall make good to the United States any amount for which he shall be held accountable pursuant to such laws, rules, regulations, and instructions; then this obligation shall be void and of no effect; otherwise it shall remain in full force and effect.

It is expressly agreed that this is a continuing obligation covering not only the term of the said principal under his present appointment and designation but also the term or terms of all such future appointments and designations by the head of the department, establishment, or agency referred to above, under which he shall continue to exercise such duties.

Signed, sealed, and delivered in the presence of —

Witnesses to signature of principal:

Joseph N. Moses (Name)
Route 1 (Residence: Number and Street)
Merrill Wisconsin (City) (State)

Homer F. Guthrecht (Name)
6666 Ingoldmick Street (Residence: Number and Street)
Oshkosh, Wisconsin (City) (State)

Otto T. Classes [SEAL]
(First name) (Middle initial (s)) (Surname)
(Principal)

American States Insurance Company of Lansing, Connecticut [CORPORATE SEAL]
(Surety)

By Hermann J. Baguhn
Attorney in Fact

The rate of annual premium on this bond is $ 1.08 per thousand; the annual premium on this bond is $ 5.40.

MULTILITH- 874

INSTRUCTIONS FOR EXECUTING BOND

1. *Date of execution.*—The bond must bear date as of the day upon which it was actually executed. Effective date must be written in bond at time of execution.

2. *Names and residence.*—The name, including first name, middle initial or initials, if any, and last name of the principal, together with his residence address, by street, number, city, and State, must be given in the first paragraph of bond. The name and address should be printed or typewritten, or otherwise clearly written.

3. *Signature and seal.*—The principal must sign the bond at the foot thereof, by first name, middle initial or initials, if any, and last name, to correspond with his name as shown in the first paragraph of bond. The corporate surety must affix its corporate seal.

4. *Witnesses.*—The signature of the principal must be made in the presence of two witnesses. The signatures of the witnesses must appear in the appropriate places, with their full residence addresses. If the signature of a witness is illegible, the name should be indicated by printing or typewriting.

5. *Errors, erasures, etc.*—Care should be exercised in the execution of the bond to avoid erasures and corrections. If, however, a correction should be necessary, and it is impracticable to obtain another form, a separate notation should be made on the margin of the bond, setting forth the change or correction, which statement should be signed by principal and surety. For example: "The change in the date, line 9, to August 18, 1945 (or recite other change), was made with full knowledge and consent of the undersigned _____ (Principal), _____ (Surety)." The corporate surety must affix its seal to such notation.

Milwaukee, Wisconsin Field Division
Federal Bureau of Investigation
U.S. Department of Justice
(DEPARTMENT, ESTABLISHMENT, OR AGENCY)

January 26, ____, 19 88

Approved:
Walter T. Jones
Acting Special Agent in Charge
(TITLE)

TREASURY DEPARTMENT
BUREAU OF ACCOUNTS
SECTION OF SURETY BONDS

Examined and recorded.
The within corporate surety is duly qualified and evidence of the authority of the officers or agents signing on its behalf is on file in this office.

TREASURY DEPARTMENT

Approved: _____ (Date)

SECRETARY OF THE TREASURY

MULTILITH- 8 7 4

SAMPLE

REVOCATION OF AUTHORITY
TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS
UNDER THE EXECUTIVE BRANCH OF THE GOVERNMENT

Revocation Schedule No. 2

Department,
Establishment,
or Agency Justice -- FBI

The authorizations of the officers or employees mentioned below to certify vouchers for payment pursuant to Public Law No. 389, approved December 29, 1941, are hereby revoked, effective at the close of business on the date indicated below in each case:

Name	Authorization Schedule Number	Bureau or Office	Place of Payment	Effective Date of Revocation
Otto T. Classes	Justice--FBI No. 1	Milwaukee, Wisconsin Field Division of Federal Bureau of Investigation	Chicago, Illinois	September 10, 1990

James T. Naylor
Head of Department, Establishment or Agency.

Date: September 1, 1990

Special Agent in Charge,
Milwaukee, Wisconsin Field Division
Federal Bureau of Investigation

SAMPLE

PAYROLL

GENERAL PLANS

Under a decentralized payroll procedure in wartime conditions, bear in mind the primary objective will be to see that our employees are paid. They should be paid as accurately as possible although under extreme conditions absolute accuracy will not be achieved.

Instructions follow for the preparation of a decentralized payroll. The procedure does not provide for deductions for bonds or state tax. Wherever possible, the complete detailed procedure set forth in the attached instructions should be followed.

However, emergency conditions may dictate in unusual situations that an extremely simple procedure should be followed. This may even resort to a mere typing of the names and approximate net amounts to be paid employees and transmittal of this list with appropriate certification to the nearest United States Treasury Disbursing Office. Bear in mind that regardless of the detail in which the roll is prepared, a complete record of everything done must be maintained so that appropriate accounting adjustments can later be made.

A supplemental sheet of instructions for territorial offices is being furnished in connection with cost-of-living allowances.

Observe that the attached instructions present action to be taken now and secondly, a set of instructions as to the action to be taken in the event of an emergency.

The enclosed forms and instructions are to enable each field office to prepare their own payrolls in the event of an emergency making it impossible to prepare centralized payrolls at the Bureau.

ACTION TO BE TAKEN NOW

Immediately upon receipt of these plans, the following steps should be taken:

1. A sufficient number of employees should be designated to become familiar with these plans so that the payrolls can be handled in your office in the event of an emergency. These employees should study the Time and Attendance Manual and the United States Government Accounting Office Salary Table 37. Study carefully the instructions on pages 1-4, particularly, paragraph 2 on page 4, "How to Use the Table."

2. The nearest Regional Disbursing Officer should be contacted and the suggested listings and schedules attached discussed with him and the necessary liaison set up to handle the payrolls in the event of an emergency.

The Disbursing Officer's symbol number (see footnote (3) on Sample D enclosed) should be made a matter of record with these plans. In the event of an emergency it will also be necessary to contact the Regional Disbursing Officer concerning whether payment to employees will be made in cash or by check.

3. If not already available, an alphabetical list of employees of your office showing payroll number (see present Time and Attendance Card), official name, tax code, and annual salary, should be maintained in a convenient location and reference to this location should be made in these plans.

4. After employees have studied these plans, they should prepare a trial payroll for approximately 10 employees. If they encounter any problems or have any questions that cannot be resolved in the office, the Bureau should be advised, attention Statistical Section.

5. Within six weeks after you receive these instructions, the foregoing should be completed and the Bureau advised accordingly.

ACTION TO BE TAKEN IN EVENT OF AN EMERGENCY

In the event of an emergency requiring the preparation of payrolls in your office, the following procedure should be adopted:

1. Employees assigned to the preparation of payrolls should review the Time and Attendance Manual, Salary Table 37, and these plans.

2. At the end of the pay period the Time and Attendance Cards should be obtained from the Leave Clerks. Using as a guide Sample C enclosed, record employee number, name, tax code, annual salary, hours worked (regular, night differential, overtime and holiday) (see Samples A and B and Columns 5-8 of Sample C). Please note that overtime can be paid only if the Bureau is on an ordered 48-hour week or a voluntary paid overtime program and then only for the number of hours authorized.

3. After salary and hours worked are posted for each employee post the amount of pay and deductions for each employee (see Columns 9-19 of Sample C) using Salary Table 37.

4. Add Columns 9-13 of worksheet (see Sample C) and put answer in Column 14. Subtract Columns 15-18 from Column 14 and put answer in Column 19. Cross balance for each employee as follows: put amount shown in Column 19 in adding machine; add Columns 15-18; take subtotal; answer should equal amount shown in Column 14; subtract amounts shown in Columns 10-13; take total and answer should be the same as amount shown in Column 9.

5. After the grand total has been balanced as above, have typist prepare list (which will be the payroll) showing employee number, name and net amount only. (See Sample F.)

6. Type an original and two copies. The original and one copy to be transmitted to the Regional Disbursing Officer and one copy to be retained in your office.

7. After list is typed and checked, prepare schedule as shown on enclosed Form 1166 (original) and 1166A (five copies) (see Samples D and E). When completed, the schedule should be signed by an authorized certifying officer. In addition the highest surviving official shall place his signature and title immediately to the right of the signature of the certifying officer as indicated on Sample D. Two additional copies (extra sheets of Form 1166A are enclosed) will have to be made to make seven copies in all and they will be distributed as follows: original and three copies to

Regional Disbursing Officer (see map showing location of Regional Offices, enclosed); two copies attached to office copy of payroll; one copy for FBI Budget Unit; and one copy for FBI General Ledger. Retain the FBI Budget Unit and FBI General Ledger copies in your office until further notice.

8. The foregoing instructions should be followed as closely as possible depending upon the situation existing in your territory. In any event, take whatever action is necessary to insure that the employees of your office receive salary payments to cover living expenses. Maintain in any event a complete record of what was done.

There will be sent to you separately a supply of blank yellow Time and Attendance Cards. These are not to be used in any instance unless it is necessary for your office to prepare its own payroll in case of an emergency. After preparing payrolls, retain Time and Attendance Cards and Attendance Registers in your office until future notice.

The following are enclosed:

Two sample Time and Attendance Cards (Samples A and B)
Worksheet (Sample C)
One sample 1166 (Sample D). This has been footnoted to explain how the different items on the schedule are obtained.
One sample 1166 (Sample E). This is the same as Sample D with footnotes and explanatory statements eliminated to show how it will look when transmitted to Regional Disbursing Officer.
Payroll Listing (Sample F)
Six sets of blank Forms 1166 and 1166A
Twelve sheets of Form 1166A
List showing schedule of pay periods, period covered and date to be paid from July 3, 1955 thru 1956.

FBI — TIME AND ATTENDANCE REPORT

FD-246 FORM APPROVED BY COMP. GEN., U.S. 10-7-54

Able, Joe,
EMPLOYEE NAME

99900
EMPLOYEE NUMBER

UNIT 900 | PAY PERIOD 12 | MO. 5 | DAY 22 | YEAR 55 | FROM | MO 6 | DAY 4 | YEAR 55 | TO

← BALANCE FORWARD — CAT. I (UNDER 3 YRS) 0 0 — CAT. II (3 TO 15 YRS) 4 4 — CAT. III (OVER 15 YRS) 4 4
← ACCRUED THIS PERIOD

COMPENSATORY TIME BROUGHT FORWARD ____

WORKED THIS PAY PERIOD ____

TOTAL FOR THIS PAY PERIOD ____

USED THIS PAY PERIOD ____

BALANCE AT END OF THIS PAY PERIOD ____

REMARKS
HOURS OF DUTY IF N/D OR OTHER THAN REGULAR

DATE	TOTAL HOURS IN	TOTAL HOURS OUT	TIME WORKED REG	N/D	O/T	H/R	COMP.	TIME ABSENT COMP.	AWOL	LWOP	ANNUAL	SICK	AGGREGATE AVAILABLE THIS PERIOD OTHER	INITIALS
SUN														
MON			8							8				
TUES			0							8				
WED			0							8				
THURS			0							8				
FRI			0							8				
SAT														
SUN														
MON			8											
TUES			8											
WED			8											
THURS			8											
FRI			8											
SAT														
PAY PERIOD TOTAL			40	10		8								

(Sample A)
(Sample of Hours Worked Only)
Holiday 8 8

ENTER ADDITIONAL REMARKS ON REVERSE SIDE

EOD ____

CHANGE TO ____ HOURS ACCRUAL ON ____
(USE ONLY DURING YEAR CHANGE MADE)

FIRST 90 DAYS ENDS ____

BALANCE AS OF CURRENT LEAVE YEAR: ANNUAL LEAVE— 4 0 — SICK LEAVE— 0 4

MINUS MULTIPLES OF 80 LWOP TOWARD NEXT 80 HOURS FOR CUT BACK

BALANCE AT END OF PAY PERIOD

CERTIFIED CORRECT

SUPERVISOR OR TIMEKEEPER ____ OFFICE ____

REGULAR	NIGHT DIFFERENTIAL	OVERTIME	HOLIDAY
CR	CR	CR	CR
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

DO NOT WRITE IN THESE SPACES

IBM 856253 M5

Baker, H.
EMPLOYEE NAME

999 17
EMPLOYEE NUMBER

LWOP FORWARD NEXT C/Y HOURS FOR CUT BACK

CATEGORY UNDER 3 / 3-15 / OVER 15

← BALANCE FORWARD 900 | 12 | 5 | 22 | 53 | 6 | 4 | 55
← ACCRUED THIS PERIOD — UNIT | PAY PERIOD | MO. | DAY | YEAR (FROM) | MO | DAY | YEAR (TO)

COMPENSATORY TIME BROUGHT FORWARD ____

WORKED THIS PAY PERIOD ____

TOTAL FOR THIS PAY PERIOD ____

USED THIS PAY PERIOD ____

BALANCE AT END OF THIS PAY PERIOD ____

REMARKS
HOURS OF DUTY IF N/D OR OTHER THAN REGULAR

TOTAL HOURS IN	TOTAL HOURS OUT	DATE	TIME WORKED REG	N/D	Q/T	H/R	COMP.	TIME ABSENT COMP.	AWOL	LWOP	ANNUAL	SICK	AGGREGATE AVAILABLE THIS PERIOD OTHER	INITIALS
		SUN												
		MON	8											
		TUES	8											
		WED	8											
		THURS	8											
		FRI	8											
		SAT												
		SUN												
		MON	8	Holiday										
		TUES	8											
		WED	8	(Sample of Hours Worked Only) (Sample B)										
		THURS	8											
		FRI	8											
		SAT												
ENTER ADDITIONAL REMARKS ON REVERSE SIDE		PAY PERIOD TOTAL	80											

CR	CR	CR	CR
0 0	0 0	0 0	0 0
REGULAR	NIGHT DIFFERENTIAL	OVERTIME	HOLIDAY
1 1	1 1	1 1	1 1
2 2	2 2	2 2	2 2
3 3	3 3	3 3	3 3
4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9

DO NOT WRITE IN THESE SPACES

EOD ____

CHANGE TO ____ HOURS ACCRUAL ON ____
(USE ONLY DURING YEAR CHANGE MADE)

FIRST 90 DAYS ENDS ____

BALANCE AS OF CURRENT LEAVE YEAR: ANNUAL LEAVE— ____ SICK LEAVE— ____

MINUS MULTIPLES OF 80 — LWOP FORWARD NEXT 80 HOURS FOR C/Y BACK

CERTIFIED CORRECT

SUPERVISOR OR TIMEKEEPER ____ OFFICE ____

FBI — TIME AND ATTENDANCE REPORT

FD-246 FORM APPROVED BY COMP. GEN., U.S. 10-7-54

ISN 856253MS

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SAMPLE C

WORKSHEET FOR PREPARING PAYROLL IN EVENT OF EMERGENCY

COL. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				HOURS WORKED(1)				PAY						DEDUCTIONS					
EMPLOYEE NUMBER	NAME	TAX CODE (NUMBER OF DEPENDENTS)	ANNUAL SALARY	REGULAR	NIGHT (2) DIFFERENTIAL	OVERTIME	HOLIDAY	REGULAR	NIGHT DIFFERENTIAL	OVERTIME	HOLIDAY	15% FRINGE(3) BENEFIT	GROSS	RETIREMENT(4)	FICA (5)	INSURANCE(6)	FEDERAL TAX(7)	NET PAY	REFER TO SALARY TABLE #37
99900	Joe Able	2	$3175	40	10		8	61.20	1.53		12.24		74.97		1.50	1.00	4.30	68.17	18, 88
99917	H. Baker	3	6820	80	(X)	(X)	(X)	262.31				31.38	293.69	15.74		1.75	39.30	236.90	9, 89
99911	A. Cook	1	3345	80		10		128.65		24.20			152.85	7.72			23.10	122.03	21, 89
99907	Tom Doge	4	5915	50				142.00					142.00	8.52		1.50	7.10	124.88	53, 89
99975	Richard Easy	1	3455	80	42			132.88	6.97				139.85		2.80		20.20	116.85	24, 89
90921	James Fox	0	4615	80				177.50					177.50	10.65		1.25	32.00	133.60	7
97664	Donald George	7	4525	80				174.04					174.04	10.44		1.25		162.35	7
98123	Bernard Happy	5	3345	80	55		8	128.65	8.86		12.88		150.39		3.01	1.00	3.90	142.48	21, 89
98122	Joe Ink	1	6390	80				245.77					245.77	14.75		1.75	39.50	189.77	9
99800	John Smith	2	2960	80	40			113.85	5.68				119.53		2.39		12.20	104.94	16, 89
								$1,566.85	23.04	24.20	25.12	31.38	1,670.59	67.82	9.70	9.50	181.60	1,401.97	

(1) Get information from Time and Attendance Card.
(2) Pay in whole hours only - drop fractions.
(3) Compute as follows:

Annual Salaries	Yearly	15% Differential Biweekly	Hourly	Daily	
$5,915					
11,825	$16.00	31.38	.39	3.12	*Note - Not to exceed the amount shown as biweekly rate. (See page 3 of Salary Table 37.)
11,880	$10.00	3.15	.39*	3.12*	
12,150	540.00	20.77	.39*	3.12*	
12,420	270.00	10.38	.39*	3.12*	

(4) Six percent of base pay only - col. 9.
(5) Two percent of gross pay - col. 14.
(6) 25¢ per $1,000 (or fraction) of annual salary per pay period (regardless of amount of time worked). Example: Salary $2,750, deduction 75¢.
(7) Computed on gross pay - col. 14. If other than 80 hours regular, see pages 88-89 of salary table #37.
(X) Agent eligible for Fringe Benefit is not entitled to premium pay.

Standard Form No. 1166
Form prescribed by
Comptroller General, U. S.
January 29, 1952
(Gen. Reg. No. 115)

SAMPLE E

VOUCHER AND SCHEDULE OF PAYMENTS

Sheet 1 of 1

BUREAU OR OFFICE		
Justice - Federal Bureau of Investigation		
LOCATION OF TRANSMITTING OFFICE	STATION NO.	D. O. SYMBOL
(Name of your office)		*(XXXXX)*

D. O. Voucher No. _____

Bu. Schedule No. PR 1

APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT)

1560200 $1,685.03

.001 1,670.59
.001 (07) 4.75
.001 (15) 9.69

PAID BY

BUREAU VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D. O. CHECK NO. (4)
	Payroll for the period July 31, 1955 to August 13, 1955.	*1,401.97*	
	Treasurer of the U.S. (per copy 1166 attached)	*283.06*	
	24x8135.2 (15)	*67.82*	
	15F0101 (02)	*200.99*	
	Income Tax 181.60		
	Employer's FICA 9.69		
	Employee's FICA 9.70		
	24x8424 (15)	*14.25*	
Employer's	*Life Insurance Fund, CSC 4.75*		
Employee's	*Life Insurance Fund, CSC 9.50*		
	GRAND TOTAL	*1,685.03*	

Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

(Date) _____ (Authorized certifying officer) _____

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16—66064-1 ☆ U. S. GOVERNMENT PRINTING OFFICE : 1952—O-205448

Standard Form No. 1166
Form prescribed by
Comptroller General, U. S.
January 29, 1952
(Gen. Reg. No. 115)

SAMPLE D

VOUCHER AND SCHEDULE OF PAYMENTS

(FBI Account Codes and How to Compute Employer's Contribution)

Sheet 1 of 1

BUREAU OR OFFICE: Justice - Federal Bureau of Investigation

LOCATION OF TRANSMITTING OFFICE: (Name of your office) | STATION NO. | D. O. SYMBOL: (3)

D. O. Voucher No. (1)

Bu. Schedule No. PR 1 (2)

APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT) 1560200(4) $1,685.03

(5).001 1,670.59 - (column 14 of worksheet - Sample C)
(6).001 (07) 4.75
(7).001 (15) 9.69

PAID BY

BUREAU VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D. O. CHECK NO. (4)
	Payroll for the period 7/31/55 to 8/13/55	1,401.97 (column 19 of Sample C)	
	Treasurer of the U.S. (per copy 1166 attached)	283.06	
(8)	24x8135.2 (15)	67.82 (column 15 of Sample C)	
(9)	15F0101 (02)	200.99	
	Income Tax	181.60 (column 18 of Sample C)	
	Employees' FICA	9.70 (column 16 of Sample C)	
	Employer's FICA	9.69	
(10)	24x8424 (15)	14.25	
	Employer's Life Insurance Fund, CSC	4.75	
	Employees' Life Insurance Fund, CSC	9.50 (column 17 of Sample C)	

(1) D.O. Voucher No. for use of Regional Disbursing Office - do not use.
(2) This number will start with 1 and each payroll thereafter will be consecutively numbered.
(3) To be obtained from Regional Disbursing Officer.
(4) Appropriation code - will be same number for all 1956 fiscal year payrolls - 1957 fiscal year code will be 1570200.
(5) Regular salary code - code will not change.
(6) Employer's Insurance Fund code - code will not change - (50% of amount contributed by employees.)
(7) Employer's FICA Fund code - code will not change - (4% of gross from which FICA was deducted less amount paid by employees.)
(8) Retirement Account code - code will not change.
(9) Tax Account code - code will not change.
(10) Insurance Account code - code will not change.
(11) This is total of salary paid plus total of employer's insurance and FICA contributions.

If Regional Officer advises payment is to be made by check, indicate as follows: "Checks to be dated (date)."

GRAND TOTAL $1,685.03(11)

Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

3/10/56
(Date)

Otto T. Clasies
(Authorized certifying officer)

Walter T. Goss
Acting Special Agent in Charge

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16—66064-1 ☆ U. S. GOVERNMENT PRINTING OFFICE: 1952—O-205448

SAMPLE F

Justice - FBI - (Name of your office)

Payroll - 5/22/55 - 6/4/55

99900	Joe Able	$ 68.17
99917	H. Baker	236.90
99911	A. Cook	122.03
99907	Tom Doge	124.88
99975	Richard Easy	116.85
90921	James Fox	133.60
97664	Donald George	162.35
98123	Bernard Happy	142.48
98122	Joe Ink	189.77
99800	John Smith	104.94
	Total	$1,401.97 (should agree with Column 19 - see Sample C)

Standard Form No. 1166
Form prescribed by
Comptroller General, U. S.
January 29, 1952
(Gen. Reg. No. 115)

VOUCHER AND SCHEDULE OF PAYMENT

Sheet 1 of _____

BUREAU OR OFFICE		
LOCATION OF TRANSMITTING OFFICE	STATION NO.	D. O. SYMBOL
APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT)		

D. O. Voucher No. _____

Bu. Schedule No. _____

PAID BY

BUREAU VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D. O. CHECK NO. (4)
	GRAND TOTAL		

Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

(Date) _____ (Authorized certifying officer) _____

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☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 212875

Standard Form No. 1166a
Form prescribed by
Comptroller General; U. S.
January 29, 1952
(Gen. Reg. No. 115)

VOUCHER AND SCHEDULE OF PAYMENTS
(MEMORANDUM)

Sheet 1 of _____

BUREAU OR OFFICE		
LOCATION OF TRANSMITTING OFFICE	STATION NO.	D. O. SYMBOL
APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT)		

D. O. Voucher No. _____

Bu. Schedule No. _____

PAID BY

BUREAU VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D. O. CHECK NO. (4)
	GRAND TOTAL		

MEMORANDUM

☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 212875

SCHEDULE OF PAY PERIODS, PERIOD COVERED AND DATE TO BE PAID FROM JULY 3, 1955 THRU 1956

Pay Period	Period Covered	To Be Paid On
15	7/3/55 - 7/16/55	7/29/55
16	7/17/55 - 7/30/55	8/12/55
17	7/31/55 - 8/13/55	8/26/55
18	8/14/55 - 8/27/55	9/9/55
19	8/28/55 - 9/10/55	9/23/55
20	9/11/55 - 9/24/55	10/7/55
21	9/25/55 - 10/8/55	10/21/55
22	10/9/55 - 10/22/55	11/4/55
23	10/23/55 - 11/5/55	11/18/55
24	11/6/55 - 11/19/55	12/2/55
25	11/20/55 - 12/3/55	12/16/55
26	12/4/55 - 12/17/55	12/30/55
1	12/18/55 - 12/31/55	1/13/56
2	1/1/56 - 1/14/56	1/27/56
3	1/15/56 - 1/28/56	2/10/56
4	1/29/56 - 2/11/56	2/24/56
5	2/12/56 - 2/25/56	3/9/56
6	2/26/56 - 3/10/56	3/23/56

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Pay Period	Period Covered	To Be Paid On
7	3/11/56 - 3/24/56	4/6/56
8	3/25/56 - 4/7/56	4/20/56
9	4/8/56 - 4/21/56	5/4/56
10	4/22/56 - 5/5/56	5/18/56
11	5/6/56 - 5/19/56	6/1/56
12	5/20/56 - 6/2/56	6/15/56
13	6/3/56 - 6/16/56	6/29/56
14	6/17/56 - 6/30/56	7/13/56
15	7/1/56 - 7/14/56	7/27/56
16	7/15/56 - 7/28/56	8/10/56
17	7/29/56 - 8/11/56	8/24/56
18	8/12/56 - 8/25/56	9/7/56
19	8/26/56 - 9/8/56	9/21/56
20	9/9/56 - 9/22/56	10/5/56
21	9/23/56 - 10/6/56	10/19/56
22	10/7/56 - 10/20/56	11/2/56
23	10/21/56 - 11/3/56	11/16/56
24	11/4/56 - 11/17/56	11/30/56
25	11/18/56 - 12/1/56	12/14/56
26	12/2/56 - 12/15/56	12/28/56
1	12/16/56 - 12/29/56	1/11/57

VOUCHERS

PREPARATION AND PAYMENT OF VOUCHERS

Vouchers should be prepared in the usual manner and approved by the Special Agent in Charge. You should make sure that you have the required number of copies of each voucher or subvoucher; that the FBI has received the material for which payment is sought; that the voucher or invoice is properly prepared, and that it is signed by the vendor and approved by the appropriate field office official. They should then be listed on Standard Form 1166 entitled Voucher and Schedule of Payment in an original and five copies (note: These come already assembled in sets of five with carbons -- See sample attached). This is called scheduling and is accomplished by typing the name and address of the payee in the center column beginning at the left margin thereof, and over in the right hand column is placed the amount to be paid. In the designated space on the 1166 the name of the certifying officer should be typed. Efforts should be made to group the vouchers so that similar items are scheduled together, i.e., travel, communications, supplies, equipment, etc. The original of the 1166 should be signed by the certifying officer and the original and two (2) copies of the schedule should be forwarded to the nearest regional disbursing office to effect payment. Checks will be mailed by Treasury direct to payee when address shown. No addresses are shown for agents travel expenses and they will be returned to field offices for distribution. One copy of the schedule together with the original of any vouchers or invoices will be laid aside labeled "Accounts Current Documents" and held until the General Accounting Office requests them. Another copy of the schedule and the accompanying copies of vouchers should be laid aside and kept in the numerical order of the number placed on the schedule to be retained for "Accounting Document" purposes.

AUDITING

In making the post audit of vouchers after they have been scheduled, the mathematical computations should be checked to see that they are properly computed and that the four items mentioned in the second sentence under "Preparation and Payment of Vouchers" have been taken into consideration. When this has been done, a voucher number should be assigned preceded by the field office code which is the same as that used in connection with the time and attendance cards. The vouchers should be numbered consecutively from the start of emergency operation, i.e., your first schedule may be composed of vouchers one through twenty-five, the next voucher in the following schedule would be number twenty-six, etc. Do not start the number over again for each new schedule.

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ADVANCES

1. Household: SF 1038 (see attached sample) will be executed by the employee as at present and Standard Forms 1034 or 1012 by the office. The same rules will apply for granting advances as at present. When this has been done, the 1034 or 1012 should be scheduled on SF 1166 for payment by Treasury Department. Any amounts received in liquidation of the advance should be held until the Bureau issues instructions for their disposition. If the liquidation shows that an additional amount is due the employee, an appropriate voucher should be prepared and scheduled to effect payment to the employee.

2. Subsistence: The same procedure is followed for these advances as is followed for household advances (see attached sample).

3. All 1038 cards must be signed by a certifying officer. The 1038 cards should be retained in an appropriate file and all liquidations against the advances should be recorded on the reverse side of the 1038 cards.

LEGAL ATTACHES

The Legal Attaches should prepare their vouchers as at present but send them to the Seat of Government relocation site through State Department channels. All payments will be processed at the relocation site and the necessary reimbursement effected either by check or cash through State Department channels.

In the event office bank accounts maintained in the States are wiped out and funds are needed, the Legal Attaches should endeavor to secure an advance from the State Department on the basis of the Bureau reimbursing that Department for same. Complete information concerning the advance should be forwarded to the Bureau at its relocation site in order that the reimbursement may be made to the State Department.

"BLUE SLIP" VOUCHERS

During the emergency period these vouchers should be prepared by the assistant to the highest surviving official and approved by a certifying officer. In addition, the highest surviving official should sign a certificate (see sample attached) in duplicate. One copy should be stapled to the original of the voucher and the other copy stapled to the FBI copy of the voucher. In separating the copies of "Blue Slip" vouchers, the subvouchers should be attached to the FBI copies of the voucher. Thus the General Accounting Office will only get the original of the voucher with the certificate stapled to it

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which states that the detailed information will be held in the confidential files of the Federal Bureau of Investigation. Attention is directed to the fact that when a "Blue Slip" voucher is placed on a schedule for payment, the schedule on which it is placed will, of course, have to be signed by a different certifying officer. Thus such a voucher will have been certified by two certifying officers, but in the case of a later suspension of an amount by the General Accounting Office the certifying officer who signed the individual voucher will be held accountable for any possible loss to the Government.

IMPREST FUNDS

The only change in the operation of these funds will be that the reimbursement vouchers will be scheduled by the field office and sent to the nearest Treasury Regional Office for payment.

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Standard Form No. 1038—Revised
Form prescribed by
Comptroller General, U. S.
November 7, 1950
General Regulations No. 88

APPLICATION AND ACCOUNT FOR ADVANCE OF FUNDS

ACCOUNT No. _____

NAME James D. Alexander

U. S. Department of Justice
(Department or establishment)

Federal Bureau of Investigation
(Bureau, division, or office)

An advance of funds is hereby requested for shipping household goods from one official duty station to another on or about 8-26-55. Transfer letter dated 8-2-55.

Mail check to Cleveland

8-10-55
(Date)

SIGNED: James D. Alexander
(Signature of applicant)

FOR USE OF APPLICANT

Balance due U. S. from previous advance $_____

Amount herein applied for $_____

TOTAL, $_____

SAMPLE

Approved:

8-10-55
(Date)

SIGNED: H. O. Smith
(Signature of approving officer)

Special Agent in Charge
(Title)

(Appropriation to be charged)

REMARKS: This is to certify that I have 5 rooms of household furniture to be shipped from Cleveland, Ohio, to Washington, D. C., in connection with my official transfer.

16—44987-4

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Standard Form No. 1038—Revised
Form prescribed by
Comptroller General, U. S.
November 7, 1950
General Regulations No. 88

APPLICATION AND ACCOUNT FOR ADVANCE OF FUNDS

ACCOUNT No. _____

NAME James D. Alexander

U. S. Department of Justice
(Department or establishment)

Federal Bureau of Investigation
(Bureau, division, or office)

FOR USE OF APPLICANT

An advance of funds is hereby requested for expenses of official travel for a period of 21 days, commencing 7-31-55.

Balance due U. S. from previous advance $ _____

Amount herein applied for $ 189.00

Mail check to Birmingham

7-31-55
(Date)

SIGNED: James D. Alexander
(Signature of applicant)

TOTAL, $ 189.00

S A M P L E

Approved:

7-31-55
(Date)

SIGNED: John J. Jones
(Signature of approving officer)

Inspector
(Title)

(Appropriation to be charged)

REMARKS:

16—44987-4

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I hereby certify that: -

The confidential information item as above was paid in the interest of the Government Service and that no other amount has been paid before for the same purpose, the amount representing expenditures incurred in making secret investigations of alleged plots and conspiracies against the United States Government, and that the detailed information has been submitted and is now and will be held in the confidential files of the Federal Bureau of Investigation and will be open to inspection for any purpose by the representative of the Comptroller General at any time he may desire.

H. O. Smith

Special Agent in Charge
Milwaukee, Wisconsin
Field Division
Federal Bureau of Investigation

S A M P L E

/

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FD-37

EXPLANATION OF CHARGE FOR INFORMATION

New York, New York 6/2/5-
Place and date of this certificate

ITEM NO. 1

I hereby certify that the sum of $ 75.00 was actually and necessarily paid by me on 6/1/5- , 195 , to

[redacted] b7D

Date

for the purpose of securing information needed for official use in connection with the case of

CP-USA

and that the payment was made under the circumstances and for the purposes explained below.

Bureau Authority: NYC Let 4/17/5-

Period: 5/1-31/5-

Receipt Attached:

SAMPLE

Approved:

Signed John Doe

Title Assistant Special Agent in Charge

JCB

~~Director~~
SAC

Approved

Special Agent in Charge
Assistant Director

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Standard Form No. 1012—Revised
Form prescribed by
Comptroller General, U. S.
November 7, 1950
General Regulations No. 88

TRAVEL VOUCHER

D. O. Vou. No. _____

Bu. Vou. No. _____

U. S. Department of Justice, F. B. I.
(Department, bureau, or establishment)

PAID BY

Payee's name John Doe

Mailing address Washington, D. C.

New York, New York
(Official duty station)

Same
(Residence—For use by Postal Service employees only)

Travel and other expenses in the discharge of official duty from 6/1/5- (Date) to 6/2/5- (Date) under authority No. 4045 S1 dated 7/1/49 copy of which is attached, or has been previously furnished. I have a travel advance of $ _____ to which $ _____ of this voucher should be applied.

I certify that this voucher and attachments are correct and just in all respects, and that payment or credit therefor has not been received.

Payee† John Doe (Signature) ASAC 6/2/5- (Date)

	DOLLARS	Cents
AMOUNT CLAIMED →	75	00
Differences:		
NET AMOUNT TO TRAVELER		

(For Administrative Use)

APPROVED:

Total verified correct for charge to appropriation(s) (initials) _____

Applied to travel advance (appropriation symbol) _____

The next previous voucher paid under the same travel authority was:

D. O. Vou. No. _____, paid _____ (Month—year) by _____ (Insert name and symbol of disbursing officer)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Date _____, 19____

(Authorized certifying officer) D LINT AUTHORIZED CERTIFYING OFFICER

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

Appropriation, Limitation, or Project Symbol	Appropriation Title (Optional)	Limitation or Project (Amount)	Appropriation (Amount)

Allotment Symbol	Amount	Obligations Liquidated	COST ACCOUNT		OBJECTIVE CLASSIFICATION	
			Symbol	Amount	Symbol	Amount

Paid by Check No. _____

Dated _____

Paid by Cash $ _____ on _____

(Signature of payee—cash payment only)

†PENALTY FOR PRESENTING FRAUDULENT CLAIM.—Fine of not more than $10,000 or imprisonment for not more than 5 years or both. Title 18, U. S. C. 287; *id.* 1001.

†FORFEITURE OF FRAUDULENT CLAIM.—Falsification of an item in an expense account works a forfeiture of the claim. Title 28, U. S. C. 2514.

16—63077-1

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

WHEN TYPED
USE SINGLE SPACE

1. Departed from official duty station _____ (Date) _____ (Hour)

2. Temporary duty station on last day of next preceding voucher period was _____;

date of arrival at such temporary duty station _____.

(Fill in 1 and 2 above only when dates are prior to period covered by this voucher)

DATE 19 5-	DESCRIPTION (Include all information required by current regulations; if speedometer readings are used to compute distances, show beginning and ending readings in this column)	NUMBER OF MILES @ ____ cents per mile	AMOUNT CLAIMED					
			MILEAGE		SUBSISTENCE		OTHER	
June 1	Confidential Item #1 BLUE SLIP RETAINED ON FILE						75	00
	Grand total to face of voucher (Subtotals, to be carried forward if necessary) →	$75.00					75	00

TRANSPORTATION OBTAINED WITH GOVERNMENT TRANSPORTATION REQUESTS.

(Not to be claimed by traveler)

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE AND CLASS OF SERVICE†	DATE ISSUED	POINTS OF TRAVEL	
					FROM—	TO—

†"Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB–UB, lower and upper berth; seat."

☆ GOVERNMENT PRINTING OFFICE : 1951 O—920710 16– 63077-1

PURCHASES OF SUPPLIES AND EQUIPMENT

Normally all purchases must be made through the General Services Administration (GSA). You should continue to use the same procedure in preparing the FBI Purchase Orders to be submitted to GSA. Two copies of the order should be submitted directly to the nearest GSA Regional Stores Depot. Two copies should be retained in the field office, one as a follow-up and the other in a separate file labeled "Appropriation Obligation Copies" which should be retained until such time as instructions are received covering their disposition. The GSA Regional Office should be instructed to submit their invoice for payment directly to the field office. Upon receipt and verification of the fact that the goods have been delivered, the certified invoices should be used as a voucher and scheduled for payment. Items that cannot be furnished by GSA Regional Stores Depot should be purchased from local firms by utilizing the Imprest Fund or by having the vendor submit a certified invoice which should be scheduled for payment and sent to the Treasury Department Regional Disbursing Office in the event of an emergency. The limit on the amount that may be spent for such items will be increased from the present limit of $100 to $500.

ADDRESSES AND TELEPHONE NUMBERS OF REGIONAL DISBURSING OFFICES

LOCATION	D.O. GEN'L CHECKING ACCOUNT SYMBOL	OFFICE TELEPHONE NUMBER
Atlanta 3, Georgia 8th Floor, Atlanta Journal Building 10 Forsyth Street, N. W.	406	Lamar 8646 8647 & 8648
Oak Ridge, Tennessee (Branch) P. O. Box 336	1428	5-8611 Ext. 4732
Boston 9, Massachusetts 710 Federal Building 5 Post Office Square	401	Liberty 2-5600 Ext. 380
Chicago 7, Illinois 818 U. S. Post Office Building 433 West VanBuren Street	407	Wabash 2-9207 Ext. 760

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LOCATION	D.O. GEN'L CHECKING ACCOUNT SYMBOL	OFFICE TELEPHONE NUMBER
Cleveland 14, Ohio 116 Federal Building Public Square	448	Cherry 1-7900 Ext. 249 & 250
Dallas 2, Texas 1114 Commerce Street	411	Sterling 5611 Station 403
Denver 2, Colorado 363 New Custom House 19th & California Streets	413	Keystone 4-4151 Ext. 448
Honolulu 2, Hawaii 328 Federal Building 335 South King Street	1321	52931 Local 265
Juneau, Alaska Box 921 - 129 Federal & Territorial Bldg. 4th & Seward Streets	1323	590
Kansas City 6, Missouri 301 U. S. Court House 811 Grand Avenue	410	Baltimore 7000 Ext. 1-254
Los Angeles 12, California 446 U. S. Court House and Post Office Bldg. 312 North Spring Street	415	Madison 5-7411 Ext. 492
Manila, Philippines 7th Floor, USVA Building Escolta & David Streets	328	3-37-81 Ext. 71 & 72
Minneapolis 8, Minnesota 2908 Colfax Avenue South	409	Fillmore 3612
New Orleans 12, Louisiana 502 Federal Office Building 600 South Street	414	Express 2411 Ext. 275

3 D

LOCATION	D.O. GEN'L CHECKING ACCOUNT SYMBOL	OFFICE TELEPHONE NUMBER
New York 7, New York 90 Church Street	402	Rector 2-9100 Ext. 607 & 608
San Juan, Puerto Rico (Branch) Box 3709 - 231 Federal Building Recinto Sur & San Justo Streets	1324	2-4408
Philadelphia 6, Pennsylvania 400 U. S. Custom House 2nd & Chestnut Streets	423	Market 7-6000 Ext. 140
Portland 5, Oregon 520 New U. S. Court House 620 S. W. Main Street	420	Atwater 6171 Ext. 552
Richmond 20, Virginia 900 North Lombardy Street	405	6-7051 Ext. 120
Salt Lake City 1, Utah 411 Federal Building 350 South Main Street	426	4-2552 Ext. 441 & 442
San Francisco 2, California 247 Federal Office Building 50 Fulton Street	412	Klondike 2-2350 Ext. 6360
St. Louis 1, Missouri 716 New Federal Building 1114 Market Street	408	Main 1-8100 Ext. 531 & 532
Washington 25, D. C. Annex No. 1, Madison Pl. & Pa. Ave. N.W.	300	Executive 3-6400 Ext. 2613

The Regional Disbursing Offices are served through the General Services Administration teletype system and can be contacted through such system.

3/

EMERGENCY CONTACT POINTS

Regional Disbursing Office Location	Internal Revenue Office Location
Atlanta, Georgia	Post Office Building Macon, Georgia
Boston, Massachusetts	Post Office Building Room 203 Manchester, New Hampshire
Chicago, Illinois	Post Office Building Rockford, Illinois
Cleveland, Ohio	Post Office Building Lima, Ohio
Denver, Colorado	Federal Office Building Cheyenne, Wyoming
Dallas, Texas	Post Office Building Room 202 Waco, Texas
Kansas City, Missouri	420 Kansas Avenue Topeka, Kansas
Los Angeles, California	932 "D" Street San Bernardino, California
Minneapolis, Minnesota	Post Office Building Room 224 Duluth, Minnesota
New Orleans, Louisiana	352 Florida Street Baton Rouge, Louisiana
New York, New York	Central Post Office Bldg. 500 Broadway Kingston, New York
Philadelphia, Pennsylvania	Post Office Building Scranton, Pennsylvania

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Regional Disbursing Office Location	Internal Revenue Office Location
Portland, Oregon	Post Office Building Room 201 Salem, Oregon
San Francisco, California	Post Office and Court House Building, Room 372 9th and I Streets Sacramento, California
St. Louis, Missouri	Post Office Building Decatur, Illinois

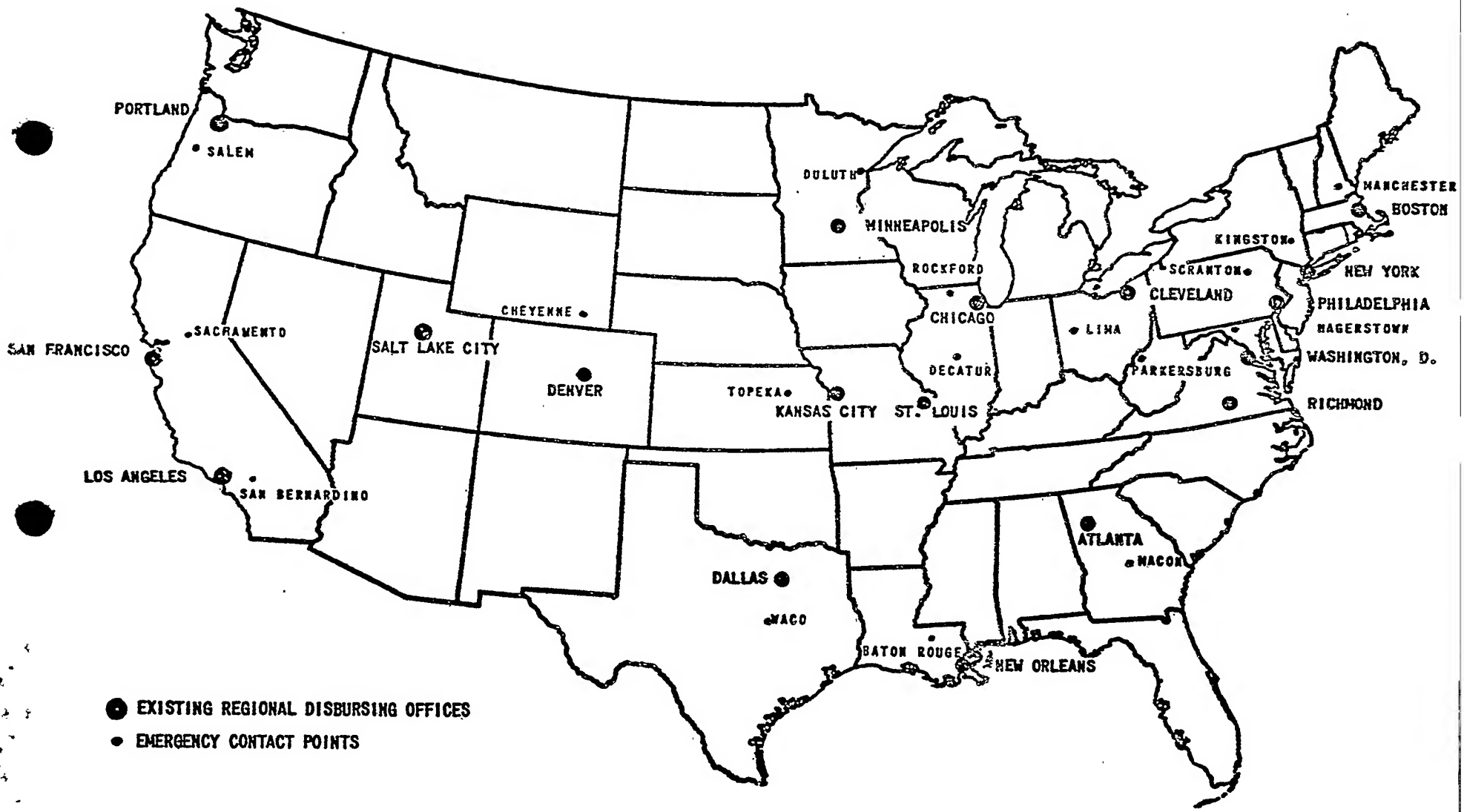
Central Office's relocation headquarters is the Regional Disbursing Office at 900 North Lombardy Street, Richmond, Virginia. Emergency disbursing kits also are being stored at Internal Revenue offices at 4th and Juliana Streets, Parkersburg, West Virginia and in the Post Office Building in Hagerstown, Maryland.

Richmond, Virginia is not in a critical target area but an emergency disbursing kit is being stored in the office of the Deputy Collector of Customs, Post Office Building, Petersburg, Virginia.

As soon as normal communications can be restored, a date will be set for reverting to making payments through the Bureau.

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TREASURY DEPARTMENT
Fiscal Service - Bureau of Accounts
Division of Disbursement



(May 31, 1955)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-03-2012

~~SECRET~~

Mr. John Airhart
Relocation Coordinator
Department of Justice

December 1, 1955

Director, FBI

VIA LIAISON

WAR PLANS - SECURE COMMUNICATION
BETWEEN DEPARTMENT AND BUREAU
RELOCATION SITES

The FBI is providing you with ten one-time cipher pads as follows: Deciphering, 05501-05600, 05601-05700, 05701-05800, 05801-05900, 05901-06000; enciphering, 09201-09300, 05101-05200, 05201-05300, 05301-05400, 05401-05500. Two copies of operating instructions and ten alphabet charts accompany the pads.

These pads are intended for use as an emergency back-up system only in the event of [redacted] breakdown in encryption of messages between relocation sites of the Department and the FBI. b7E

This material should be placed in the custody and control of the Department's Cryptographic Custodian and afforded physical security previously prescribed for secure storage and handling of cryptomaterial. Used sheets must be burned by cryptocleared personnel. Any indication of surreptitious entry into a pad or physical compromise of this material in any form should immediately be brought to the attention of the FBI.

Receipt should be acknowledged in writing, listing all items received and indicating type and serial number of each pad received.

When a cipher pad becomes exhausted by use, the shell should be returned to the FBI promptly.

66-17581-
NOT RECORDED
145 DEC 13 1955

ADDENDUM FOR FOLLOW:

1. Copy of instructions attached, two copies being forwarded separately with ten reciprocal pads ~~to Mr.~~ [redacted] and one copy to Mr. WHERRY, SOG Code Room. b7E
2. Cipher pads, instructions and charts will be supplied to Supervisor J. E. McARDLE for personal delivery to the Department upon approval this letter.
3. Instructions for this system do not include provisions for message serial numbers, group counts, date and time groups. This is in accord with CAPCOMM operating instructions issued by [redacted] for emergency cryptosystems. It appears desirable to keep these emergency systems as simple as possible when planning for cryptosystems to be used by operators having a minimum of cryptoexperience. If actual emergency conditions eventually require introduction of additional indicators, etc. they can be incorporated at that time.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

1 ENCL (hand with orig.)

JWW:jen (6)

DEC 13 1955

DEC 1955

~~SECRET~~

ORIGINAL COPY FILED IN 66-17581-

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-03-2012

orig. & dupl.
yellow
- sect. tick.
1 - Mr. McArdle

[illegible], New York

December 8, 1955

Director, FBI

[illegible]

Air Military Spec[illegible] For [illegible]

4/14/2010

Enclosed is insert re [illegible] highlights of real or [illegible] government war plans for the Chain of Command. It is the Bureau's desire after having inserted these pages in their appropriate places in captioned document that you advise the Bureau, attention: Liaison Section, by routing slip that this has been done.

Enclosure

1 - Chicago (with enclosure) PERSONAL ATTENTION

1 - Baltimore (with enclosure) PERSONAL ATTENTION

JEM:bpk
(7)

NOTE: Intra-Bureau communications are normally not classified; however, the highly confidential nature of the information contained in the attached documents makes it desirable to classify this communication.

ENCLOSURE - 35

64-17[illegible]-1254

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

DEC 15 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: Dec. 8, 1955

FROM : L. V. Boardman

SUBJECT: OPERATION ALERT

Auxiliary Space For S.O.C.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In an earlier memorandum today I indicated that Mr. Belmont arrived at [redacted] at 11:47 A.M. and that no one in authority had as yet arrived in [redacted]

In talking with Mr. Hennrich he advised that Deputy Attorney General Rogers arrived at [redacted] at 11:50 A.M., December 8, 1955, and clearance on Detcom program was made available to our relocation center at [redacted] at 11:59 A.M. b7E

Hennrich advised that no other matters of interest have transpired thus far.

LVB:WMJ
(4)

cc - Mr. Nichols

66-17381-1255

RECORDED - 36

EX. - 1

19 DEC 9 1955

52 DEC 15 1955

INT. SEC.

4-94 (Rev. 9-24-64)

BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.G. 66-17381
SUBJECT FILE NO.

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66-17380 - 1719

1220

1223

1228 thru 1230

10/1/69 #10

DATE _____

INITIALS _____